

INTRODUCING THE NEW LOCAL CHURCH PROFILE



The new Local Church Profile is not just for congregations in search of a pastor. *All* congregations are encouraged to engage in its process of discovery every 3-5 years. The UCC Local Church Profile reflects valuable data, assesses ministry, clarifies change, and helps advance the calling of the congregation. Not just to be completed by a search committee – the more participation, the better!

MINISTERIAL EXCELLENCE,
SUPPORT & AUTHORIZATION

**UNITED CHURCH
OF CHRIST**



UNITED CHURCH OF CHRIST

LOCAL CHURCH PROFILE

First Parish Church Congregational
Manchester-by-the-Sea, Massachusetts

Pastor

Southern New England Conference, Northeast Association

May 3, 2023

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*“God is able to provide you with every blessing, so that
having all sufficiency in all things at all times,
you may abound in every good work.”
(2 Corinthians 9:8)*

INSTRUCTIONS

The new Local Church Profile supports the calling and discernment of United Church of Christ congregations with their current or future pastoral leadership.

For many congregations, the interim time between ministers is an intentional season that is guided in part by the preparation of a Local Church Profile. Using the Profile, the church can discover its data and express its story for the reliable discernment of a search committee and the beginning of a new pastorate. Searching ministers will want to see this document in its entirety.

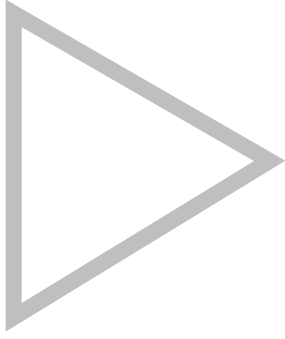
The interim season is not the only time in a church's life when it's valuable to give attention to explore a congregation's vocation. Three sections of the Local Church Profile – **WHO ARE WE NOW**, **WHO IS OUR NEIGHBOR**, and **WHO IS GOD CALLING US TO BECOME** – are meant to be updated every 3-5 years. Known together as the "Discovery Document," these three sections can be completed by a visioning group, a governing body, a transition team, or other group – not just the search committee – in order to draw forward the gifts and imaginative possibilities of a congregation. The church's engagement with the "Discovery Document" might not have the same sequence as the completed Local Church Profile that is read by candidates.

Some questions are easy to answer. Some are not so easy. Prompts are provided to stimulate narrative response if needed; these italicized prompts are merely examples from which to choose or to inspire your own. Efforts to answer the questions will prompt conversations and explorations and story-tellings and many prayers. As the Spirit moves throughout the process, congregations will shape a collective articulation of Christ's leading (**WHO IS GOD CALLING US TO BECOME**). This last question to be answered becomes the first section to be read by searching ministers in the Local Church Profile, and it is boldest and most actionable piece for faithful leadership into the future.

Your conference can provide materials referenced in the Local Church Profile, such as the 11-Year Report containing data as reported by your congregation annually to the UCC Data Hub, and MissionInsite reports containing demographic information on your community. More information on types of pastorate in the United Church of Christ can be found in the Call Agreement Workbook. Be sure to use the Call Agreement Workbook's Scope of Work to describe in this Local Church Profile the position being sought.

When it is time for ministerial search, the conference can counsel you on posting the Local Church Profile together with your public listing at UCC Ministry Opportunities (<http://oppsearch.ucc.org>).

The last page of the Local Church Profile contains a statement that parallels the consent statement signed by ministers in the UCC Ministerial Profile. In keeping with the covenantal relationship between a church and those it seeks to call, this statement encourages an open, honest exchange of information. On behalf of the United Church of Christ, and on the basis of the best knowledge available to them, your conference staff will validate your completed Local Church Profile when it is ready to be shared in relationship with prospective new leaders.



POSITION POSTING

LISTING INFORMATION

SCOPE OF WORK

COMPENSATION & SUPPORT

WHO IS GOD CALLING TO MINISTER WITH US?

1a. LISTING INFORMATION

Church name: [First Parish Church, Congregational, UCC \(“FPCC”\)](#)

Street address: [10 Central Street, Manchester-by-the-Sea, \(“MBTS”\), Massachusetts](#)

Mailing Address: [P.O. Box 187, Manchester-by-the-Sea, Massachusetts](#)

Founded: [11/7/1716](#)

Supplemental web links: www.firstparishchurch.org

Additional ecumenical affiliations (e.g. *denominations, communions, fellowships*):

Conference: [Southern New England Conference](#)

Association: [Northeast](#)

UCC Conference or Association Staff Contact Person (Name, Title, Phone, Email): [Rev. Alex Shea Will, Area Conference Minister, \(508\) 244-4769, Sheawilla@sneucc.org](#)

Summary Ministry Description:

In a short paragraph, reflect on where your church is going and what it might look like when you get there. What do you need to get there? Who are you seeking to join you on this part of your church’s faith journey? .

[We are striving to be a faith community where the values of love, humility and deep mutual respect are practiced consistently. These values grow out of our belief that a spark of the divine resides in each and every individual.](#)

[We are seeking a pastor whose understanding of the Scriptures and of human behavior can engage and inspire us to put these Christian values into action in our daily lives, as Jesus taught us.](#)

[We have had a few difficult years as a church, but our trust in God’s steadfast presence and good plan for our faith community has not wavered. We have learned that a mighty](#)

test can be met with mighty resolve, a resolve built on a common love for each other and for God.

The pandemic hit in early 2020 and it disrupted our activities as it scrambled lives around the world. The pastor who joined us right before the pandemic, and who guided us through that period, left early in 2022 because of personal issues that arose during Covid. All of this happened against the broader backdrop of creeping secularism in our town and in the wider community.

How would our church respond to these tests? It's easy to imagine the ways these events might have knocked us back: discord in the congregation, decreasing membership, withering funds, and more. None of these things happened. Our congregation, which includes many families that have been part of this church for decades, pulled together. No pastor? We have worked with the UCC community to build a rotating team of guest pastors; we have invited guest speakers; we even held an entirely lay-created and lead service, including a sermon! Membership? It has held steady and we have held two New Member Sundays in the past 18 months. Our financial situation has also held steady.

We are searching for a pastor to be the spiritual leader of our church. The job is not to pick up the pieces, rather it's to further the work in community building and service that is already underway. We have a great church community and we live in a great town. We look forward to finding, and welcoming, a new pastor to our church.

Photographs:

Insert 1 – 3 images of your church, its people, its parsonage or building or gathering space, etc.



Historic First Parish Church Congregational and Town Hall on the Village Green.



Harbor Recreation. L to R: Seaside One, Town Hall and First Parish Church Congregational



Parsonage at 28 Rockwood Heights, Manchester-by-the-Sea

What we value about living in our area (2 – 3 sentences):

We value our excellent regional school system and our community's emphasis on the importance of education for children, youth, and adults. We recognize that our community is blessed with an abundance of both intellectual and financial resources that God can use to help meet the needs of our neighbors. We are grateful for the natural beauty of Cape Ann, with its many miles of tidal shoreline providing beautiful beaches, parks, boating and fishing.

Current size of membership: 167

Languages used in ministry (*other than English*):

Position Title: Sole Pastor

Position Duration (*choose one, delete the other options listed*): Settled

Settled – a called position intended for longer-term ministry in which the minister moves church membership to the congregation and moves standing to related association

Compensation Level (*choose one, delete the other options listed*): Full time

Does the total support package meet conference compensation guidelines? FPCC will provide a compensation and benefits package that is commensurate with a candidate's background, training and experience. We are mindful of the UCC's new compensation guidelines and will make a good faith effort to comply over the coming years, as church finances allow.

1b. SCOPE OF WORK

(add here the Scope of Work developed by your church using the Call Agreement Workbook)

Sermon and Teaching - The pastor will deliver sermons that illuminate the scriptures and that help the congregation draw closer to God. Sermons will be clear, well informed and relatable to our lives today. The pastor will also help to educate members of the congregation through Bible study and other spiritual enrichment opportunities that are not part of Sunday service.

Management - The pastor will lead and support church staff. Effective management means finding the balance between being overly prescriptive on the one hand, and detached on the other.

Outreach - The pastor will be involved in both the congregation and the wider community outside of Sunday service. It means getting to know current church members and supporting them with pastoral care on an individual basis in times of need. This also means helping the

church send out a message of Christian love and respect. Community involvement also means bringing new people into our church.

Personal Faith - The pastor will have personal faith in God that guides their work in our church.

Connection to UCC - The pastor, along with the FPCC Delegates, will serve as a bridge between our church and the larger UCC community.

Core Competencies:

(List three core competencies that you imagine could be foundational in your next minister's relationship with the church. For example, a church seeking a pastoral care minister might hope to call someone who is caring, sensitive and sociable, while a church seeking an executive minister might want an organized, detail-oriented and time-conscious person.)

Deep faith and an ability to teach and inspire faith in others through leading transformational worship.

Experience in and passion for helping churches develop and grow in faith, mission and membership.

A warm and engaging presence within the church and the wider community.

1c. COMPENSATION AND SUPPORT

Salary Basis *(from the Call Agreement Workbook, equal to Cash Salary plus Value of Parsonage/Housing Allowance)*: \$

Total remuneration range is \$120,000 - \$150,000, commensurate with a candidate's background, training and experience. Annual salary reviews will consider Pastor performance in accordance with the agreed upon Scope of Work, level of congregation pledging and other financial matters. We are mindful of the UCC's new compensation guidelines and will make a good faith effort to comply over the coming years, as church finances allow.

Benefits *(choose one)*:

Cash Salary, Housing Allowance/Parsonage, plus Benefits

What is the expected living situation for your next minister *(e.g. parsonage, living nearby with a housing allowance, living elsewhere to commute as needed)*?

We prefer our pastor to live in the parsonage.

Comment on the residential/commuting expectations for your next minister. [See above](#)

State any incentives (e.g. school debt reduction or retention bonus after a certain number of years in position):

If our new settled pastor lives in the parsonage, the church would pay an equity allowance as part of the compensation package, amount to be negotiated.

Describe peer and professional supports available for ministers in your association/conference: UCC communities of practice; Cape Ann interfaith clergy group; Peer Pastoral Support Committee.

If applicable, describe how your church will adopt part-time adjustments in the pastoral schedule to support a minister's bi-vocational employment: N/A

1d. WHO IS GOD CALLING TO MINISTER WITH US?

Describe the ministry goals you envision your next minister co-collaborating with the congregation to achieve.

- Further strengthen the relationships within our church
- Rebuild church membership
- Reconnect with our wider local community post-Covid

Describe how your vision of the minister you are now seeking will assist the congregation in making an impact beyond its walls.

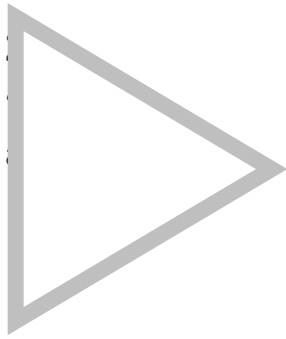
We seek a warm, energetic pastor whose leadership and faithfulness will bind our church community together as we strive to share, by our actions, a consistent message of Christian love and respect throughout the wider community.

Specify language requirements or culturally-specific capacities preferred in a next ministerial leader, and why those matter to the congregation's sense of calling. N/A

Based on what you have learned about who your church is, who your church's neighbor is, and who God is calling the church to become, describe four areas of excellence from *The Marks of Faithful & Effective Authorized Ministry* that your next minister will display to further equip the congregation's ministry in these areas.

1. Bringing life to sacred stories and traditions in worship, proclamations and witness

2. Empowering the church to be faithful to God's call, reflective of Christ's mission, and open to the surprises of the Holy Spirit
3. Engaging in mission and outreach
4. Building relationships of mutual trust and interdependence within and outside of our church community.



WHO IS GOD CALLING US TO BECOME?

You shall love the Lord your God with all your heart, and with all your soul, with all your mind." (Matthew 22:37 NRSV)

Who is God calling you to become as a congregation?

God is calling us to become a congregation active in loving service to others, both within and beyond our church. We are also called to be good stewards of the Earth, one of God's many gifts to us.

Describe how God is calling you to reach out to address the emerging challenges and opportunities of your community and congregation.

For example, describe two experiments your congregation has initiated or engaged in the past year, what were the results and where do you see your next steps? Has your church had a multi-year strategic plan or vision statement; if so, where do you see that plan/vision taking you?

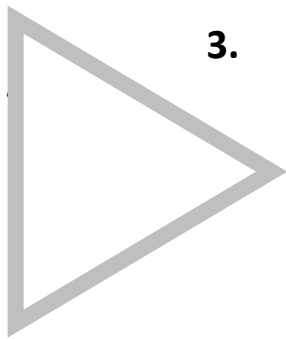
Although the Sanctuary of our church has long served as a gathering place for weddings, baptisms and funerals for both church members and the greater community, recently things have changed. For the first time, last year a Winter Holiday Sing hosted in the sanctuary and an ecumenical Good Friday service – both events of long-standing – were not held inside the church. The Holiday Sing happened outside the doors of the church and the ecumenical Good Friday event did not take place.

In part, of course, this is due to the Covid pandemic. However, it is also due to increasing resistance to secular activities taking place in faith-based places of worship.

In response to the increasing secularization in society and confusion about what Christian values are, we've done several things. Our Chapel Hall was recently renovated with the goal of creating a community space, not only for church-sponsored events but also for organizations and

activities of all kinds. In addition, we use our strong music program to reach out and make God's call more universal. For example, twice yearly we hold twice yearly 'Jazz Services' put together by our soprano soloist. This celebration shows how a genre of music that incorporates African rhythms and expanded harmonies can exquisitely tell the message of God's love and compassion.

Despite the push back against ecumenical events, we continue to proceed with some plans. Shortly after Russia's invasion of Ukraine, we hosted a very well received ecumenical service with a rabbi, a priest, a vicar and a pastor. We gathered together to pray for and express solidarity with the people of Ukraine. This gathering not only brought leaders of different faith traditions together it also brought many members of Manchester and surrounding communities to our Sanctuary. We look to our new pastor to help continue and strengthen these **sorts of** connections.



3. WHO ARE WE NOW?

You shall love your neighbor as yourself." (Matthew 22:39 NRSV)

- a. CONGREGATIONAL REFLECTIONS
- b. 11-YEAR REPORT
- c. CONGREGATIONAL DEMOGRAPHICS
- d. PARTICIPATION AND STAFFING
- e. CHURCH FINANCES
- f. HISTORICAL INFORMATION

3a. CONGREGATIONAL REFLECTIONS

Describe your congregation's life of faith.

For example, what beliefs and commitments are stated in your congregation's purpose statement or membership vows? How is God most often described in worship liturgy? In what ways would you describe the Holy Spirit in your midst?

We value worship that is transformative, that inspires us to live from a grace-filled core through all activities of daily life. Our church seeks a growing and deepening understanding of our faith as we learn to align ourselves with God's vision. These qualities are summarized in our purpose statement: *Awaken to the Light and Love of God, Be a Joyful Beacon to the World*. Our Care Team is very active in reaching out to church members who need help with meals, rides to appointments, and other support. We are actively involved in several missions that serve people outside the church locally, including the Open Door, which addresses food insecurity, and the

Grace Center which focuses on homelessness and related issues. Our international efforts include supporting our sister church, Southdown Church, in Zimbabwe and our Compassion sponsored child in Kenya. One of our greatest strengths is that of our fellowship with one another which makes us a true family of faith.

Our music program plays a significant part in manifesting God's call. In December our church hosted a 'Messiah Sing.' Many singers from the wider community attended and participated in this event which included a chamber orchestra consisting of members of the local Cape Ann Symphony Orchestra. Our church's music director organized and conducted this service.. We plan to host another performance this year. The music director is also actively working on staging chamber concerts in our beautiful sanctuary. Events like these raise our profile with the community and bring new people into our church.

Describe what worship is like when your congregation gathers.

For example, where does worship take place, and what is it based around? What was a recent baptism like? What are some words used to describe good preaching?

We worship in a lovely historic building that was built in 1809 as the town's meeting house. Worship is primarily lectionary based with lay people reading scriptures. We celebrate an open communion on the first Sunday of each month. Our services are a rich blend of preaching, prayer and music. Prayer times invite people to share joys and concerns. We also meet several times during the Fall and Winter for contemplative Vespers services composed of quiet music, poetry, reflection, candle lighting, and prayer. The congregation welcomes an approach to preaching that reflects the full range of human moods and experiences. We value a sermon message that guides each of us to a deeper understanding of God's word that will carry us through a call to action.

Music deeply enriches our worship service, which begins with a prelude played on either a tracker pipe organ from the 1800's or a Steinway B grand piano. The opening hymn, and the closing hymn, are usually selected from The New Century Hymnal. Of note, our music director was a consultant for the committee that created the NCH. During the service there are one or two choir anthems, often well-known classics but may also be contemporary pieces. There is also a vocal solo that can range in style. On Sundays when only one anthem is sung, an instrumental keyboard piece is often played. Our music director and soloists, though well versed in traditional church music, bring unique talents in other genres of music. (See 'Music in Ministry' section on our website.)

Describe the educational program/faith formation vision of your church.

For example, how are young people in leadership? How do people continue to form their faith over a lifetime? Name a topic studied or curriculum used recently; what was the impact of this study on those who attended?

First Parish Church is blessed to have an experienced, highly trained Christian educator leading our Faith Formation ministry. She joined us early in the pandemic and has worked tirelessly, and for the most part independently, to rebuild our Sunday School and Youth programs, but it has been slow-going. She is a tremendous asset for our next pastor, as she has been for us.

The current Faith Formation Programs (Sunday School, Summer offerings and Youth Fellowship) are in growth mode. Since September of 2020, in response to the pandemic and the transition of pastoral leadership, our Christian Education Director has worked to provide opportunities for the community and beyond to engage in events designed for targeted groups. The primary goal is to present active, engaging programs in which families, children and youth can participate. Each event or program offering is an opportunity to share the stories of our faith, engage in heart-centered relationships, work in mission-focused projects and deepen our understanding of God's presence in our daily lives.

We have a robust and energetic group of adult learners who flourished under our prior pastor's adult spiritual exploration courses and Bible Study. In fact, the Bible Study Group is so committed to growing nearer to God and each other that they self-led weekly Bible Study after our pastor left last year. We also have ongoing lay-lead discussion and book groups.

Our long-term goal is to ignite interest in intergenerational programming and ecumenical interchange with area faith-based organizations and our local sister Congregational churches, along with our traditional offerings.

Describe how your congregation is organized for ministry and mission.

For example, how are decisions communicated in your church? How are teams or committees organized? Where does your church struggle for vision?

- When it comes to decision-making, how many hours are spent in meetings per month?
- Think of a time when action had to be taken quickly, for example when a crisis or disaster occurred. How was that accomplished?

We strive to govern with transparency and frequent communication, without creating structural inefficiencies or "information overload." The Church Council serves as the focal point of overall governance, with an Executive Committee in place as the first-line for staffing, strategic planning, emergencies and other matters specified in our By-Laws. The Executive Committee reviews actions and directives with the Church Council.

The Church Council, composed of all Committee chairs and church officers, meets 10-12 times a year, chaired by the moderator. The pastor and committee chairs prepare a written report of their activities which the moderator compiles into a single report that is forwarded to the Church Council along with a meeting agenda and other pertinent materials the day before each meeting. Meetings are run efficiently and generally conclude within 60-90 minutes, depending on the complexity of agenda items. Minutes of each Church Council meeting are on file in the Church Office and each committee chair relays pertinent details to their committee members. The church holds an Annual Meeting involving the entire congregation.

Each committee also meets regularly both formally and informally. Along with committee reports to the Church Council, news and events are also often shared with the congregation via our monthly newsletter, titled *The Bell*.

Unfortunately, we have had a number of crises over the past several years that required quick and decisive action, among them several pandemic-related issues, the unexpected departure of our pastor, the health crisis of our newly called Interim Pastor, and subsequent matters of transition. In all instances, the Executive Committee and/or the Church Council met promptly, either via Zoom, in person or through email votes. Discussions were held and decisions were made efficiently and smoothly, with points of contention being respectfully settled. The congregation was kept apprised of matters via flock emails, mailed letters (when appropriate), verbal updates given at Sunday Worship Service, as well as monthly updates shared in the church newsletter.

We are mindful that our By-Laws currently direct a governance and committee structure based on historic membership levels and that they will need to be streamlined and made more reflective of the church that we are now. We will look forward to working on this project with our new pastor.

- Can you provide the next minister with a copy of an organization structure, bylaws and/or annual report to further explain the patterns of the church's activity and governance? [Yes/No]
Yes

3b. 11-YEAR REPORT

(add here the 11-Year Report developed with the help of your conference staff, UCC Data Hub, and MissionInsite)

[FPCC 11 Year Profile.pdf](#)

3c. CONGREGATIONAL DEMOGRAPHICS

Describe those who participate in your church. Membership as defined in our By-Laws

		<i>Is this number an estimate? (check if yes)</i>
Number of active members:	167	
Number of active non-members:	10	Estimate
Total of church participants (sum of the numbers above):	177	

Percentage of total participants who have been in the church:

		<i>Is this number an estimate? (check if yes)</i>
More than 10 years:	121	Estimate
Less than 10, more than 5 years:	29	Estimate
Less than 5 years:	17	Estimate

Number of total participants by age:

0-11	12-17	18-24	25-34	35-44	45-54	55-64	65-74	75+	<i>Are these numbers an estimate? (check if yes)</i>

Percentage of adults in various household types:

		<i>Is this number an estimate? (check if yes)</i>
Single adults under 35:		
Households with minors:		
Single adults age 35-65:		
Joint households with no minors:		
Single adults over 65:		

Education level of adult participants by percentage:

		<i>Is this number an estimate? (check if yes)</i>
High school:	<1%	Yes
College:	49%	Yes
Graduate School:	49%	Yes
Specialty Training:	<1%	Yes
Other (please specify):		

Percentage of adults in various employment types:

		<i>Is this number an estimate? (check if yes)</i>
Adults who are employed:	52%	Yes – based on people in directory only
Adults who are retired:	45%	Yes – based on people in directory only
Adults who are not fully employed:	3%	Yes – based on people whom interim pastor knows

Describe the range of occupations of working adults in the congregation: The vast majority of working adults are professionals, many serving in executive/management positions. A number run their own businesses. Some work in the fields of finance, education, medicine, and real estate.

Describe the mix of ethnic heritages in your congregation, and the overall racial make-up. Most UCC congregations tend to describe themselves as “diverse.” Yet, the vast majority of UCC congregations are mono-cultural. What does diversity mean in your context?

The population of our congregation mirrors that of the town of MBTS: 97% White

Has your congregation recently had a conversation about welcoming diversity, or do you plan to hold one in the near future (perhaps using, for example, the Welcoming Diversity Inventory)? Please note the date. Comment after the exercise:

Our ten deacons unanimously support the Open and Affirming concept. Our website and every worship service in person and online open with, "No matter who you are or where you are on your life journey, you are fully welcome here." The website also states, "First Parish Church is a spiritual community with a long tradition of democratic governance and the full welcome of people of every race, gender, age, family configuration, sexual orientation, physical and psychological ability, economic circumstance and theological perspective."

3d. PARTICIPATION AND STAFFING

Complete the following chart. Please leave blank any fields that are not applicable to your congregation.

Ways of Gathering	Estimated number of people involved in attendance	Who plans each of the listed gatherings? <i>(list any and all worship planners, such as various lay leaders, pastors, musicians, other staff)</i>
Adult Groups or Classes (during our prior pastor's tenure)	18 (Pastor-led) 10 (Lay-led Book Group)	Pastor, lay leaders
Baptisms <i>(number last year)</i>	2	Pastor
Children's Groups or Classes	2-6	Christian Education Director
Christmas Eve and Easter Worship	105 at 5:00 pm 86 at 7:00 pm 140 Easter Sunday	Pastor, C. E. Director, Music Director, Choir, Deacons
Church-wide Meals	25	Congregation-led Soup and Conversation gatherings
Choirs and Music Groups	1	Music Director, Music Committee, Pastor
Church-based Bible Study	12	Pastor-led, lay led in absence of pastor
Communion <i>(served how often?)</i>	Monthly	Pastor, Deacons
Community Meals		COVID discontinued our 2 regular programs; we plan to revive them

Confirmation (<i>number confirmed last year</i>)	0	
Drama or Dance Program		
Funerals (<i>number last year</i>)	3	
Intergenerational Groups		
Outdoor Worship (<i>once a year at Tucks Point; once a year on Singing Beach for Ecumenical Easter Sunrise Service</i>)	60; 150	Pastor, Music Director, and Deacons; FPCC Pastor and other Pastors from MBTS churches.
Prayer or Meditation Groups		
Public Advocacy Work		
Retreats		
Theology or Bible Programs in the Community		
Weddings (<i>number last year</i>)	1	
Worship (time slot: 9:00 and 10:00 _____)	47 (average)	Pastor, Music Director, Deacons, Office Manager
Worship (time slot: _____)		
Young Adult Groups or Classes		
Youth Groups or Classes		
Other		
Seaside Knitters	6-8	Lay members
Women's Fellowship	15-18	Lay members
Town-wide events	Approx. 300	Vitality Committee coordinates volunteers to open our church during town events, e.g., 4th of July Parade, annual Festival-by-the-Sea Festival, Winter concert and tree lighting

Additional comments:

List all members or regular participants in your congregation who are ordained, licensed, or commissioned ministers. Indicate those with current United Church of Christ Three-Way Covenants (i.e. serving in a congregation) or Four-Way Covenants (i.e. serving in a ministry beyond a congregation).

Name	Three- or Four-Way Covenant? (3 or 4 or No)	Ministry Setting	Type of Ministry Role	Retired? (Y or N)
Rev. Dr. Lelly Smith	No	FPCC	Member of FPCC; serves on Outreach & Service Committee and sings in the Choir	Yes

If one or more previous pastors or retired ministers currently hold membership in the church, describe their role(s) in the life of the congregation:

List all current staff, including ministers. Exclude the position you are seeking to fill. Indicate which staff person serves as head of staff.

Staff Position	Head of Staff?	Compensation (full time, part time, volunteer)	Supervised by	Length of Tenure for current person in this position
Office Manager	No	Full-time	Pastor/Trustees	25+ years
Christian Education Director		Part-time	Pastor/CE Committee	2+ years
Music Director		Part-time	Pastor/Music Committee	3+ years
Custodian		Part-time	Pastor/Trustees	25+ years

REFLECTION

Reflection: After reviewing the congregational demographics and activities above, what does this information reflect about your congregation's overall ministry? **We work hard to be in community within our church and as a member of the wider town community. Our membership and staff are loyal and committed. We are struggling to connect with young families.**

3e. CHURCH FINANCES

Current annual income (dollars used during most recent fiscal year) **(as of 12/31/22)**

Source	Amount
Annual Offerings and Pledged Giving	\$229,812
Endowment Proceeds <i>(as permitted within spending policy, such as a cap of typically 4.5%-5% on total return)</i>	\$47,463 (4%)
Endowment Draw <i>(beyond what is permitted by spending policy, "drawing down the principal")</i>	\$0
Fundraising Events	\$0
Gifts Designated for an Unrestricted Specific Purpose (one time donation from a Trust)	\$126,515
Grants	\$0
Rentals of Church Building	\$1,025
Rentals of Church Parsonage	\$0
Support from Related Organizations (other rentals of church space) <i>(e.g. Women's Group)</i>	\$13,281

Transfers from Special/Reserve Accounts for capital and related projects	\$33,117
Other (specify): T-Mobile Antenna	\$25,853
Other (specify):	\$
TOTAL	\$477,066

Current annual expenses (dollars budgeted for most recent fiscal year): **\$340,960**

Attach most recent church budget, spending plan, operating statement, or annual treasurer's report as shared publicly with the congregation, or – if your church does not pass an annual budget – list current budgeted expenses here.

2022 Annual Report provided as attachment to Church Profile.

Considering total budgeted expenses for the year, compare total ministerial support. What is the percentage? **\$102,688/340,960= 30%**

Has the church ever failed to pay its financial obligations to a minister of the church? **No**

Is your church 5-for-5, i.e. does it include each of the following contributions during the church year? *(indicate those included during the most recent fiscal year)*

☒ Our Church's Wider Mission (OCWM – Basic Support)

☒ One Great Hour of Sharing

☐ Strengthen the Church

☒ Neighbors in Need

☐ Christmas Fund

In what way is OCWM (Basic Support) gathered? If calculated as a percentage of operating budget, what is that percentage? *(recommended 10%)* **FPCC supports OCWM based on the number of active members and it is a line item in the budget.**

What is the church's current indebtedness? 0

Total amount of loan debt:

Reason for debt:

Are capital and other payments current? Yes

If a building program is projected or underway, describe it, including the projected start/end date of the building project and the total project budget.

In approximately three years, the steeple will need repairs at an estimated cost of \$150,000.

If the church has had capital campaigns in the last ten years, describe:

Year(s)	Purpose	Goal	Result	Impact
2015	300th Fund	\$200,000	\$139,000	Steeple restoration, bathroom renovations and exterior painting. An additional \$50,000 toward the goal was received in grant money.
2019	Stand up for your church	\$75,000	\$100,000	Church furnace, Bride's Room, bell and steeple repairs

If a capital campaign is underway or anticipated, describe: N/A

Year(s)	Purpose	Goal	Result	Impact
		\$	\$	
		\$	\$	

Describe the prominent mission component(s) involved in the most recent (or current) capital campaign.

Does your church have an endowment? Yes

What is the market value of the assets? \$1,404,122 as of 12/31/22

Are funds drawn as needed, regularly, or under certain circumstances? Regularly

What is the percentage rate of draw (last year, compared to 5 years ago)? 4%

Describe draw on endowment, if any, to meet operating budget expenses for the most recent year and the past five years: 4% of the average value of the past three years is drawn every year. No extra money has been drawn in 15 years.

At the current rate of draw, how long might the endowment last? Assuming usual long-term market growth, the value of the endowment should remain constant for the foreseeable future.

Please comment on the above calculations or estimates: We underfund our capital reserves.

Other Assets

Reserves (savings): \$ (all cash accounts) \$221,704

Investments (other than endowment): \$None

Does your church have a parsonage? Yes

Fair market rental value of the parsonage: \$3,750

How is the parsonage used? Residence for the Pastor

Street / City / State / Zip: 28 Rockwood Heights, Manchester-by-the-Sea, MA 01944

Finished square footage: 2,500

Number of Bedrooms, Number of Bathrooms: 3/3

Assessed real estate value: \$800,000

Available for minister residence: Y/N Yes

Expected minister residence: Y/N Yes

Condition of structure, systems and appliances Updated in 2019

Entity in the church responsible for review and needed repairs Trustees

Describe all buildings owned by the church: Church – historic meeting house on the Town Green, built 1809. Chapel and Admin/Office Building. Parsonage (described above.) NOTE: The Church (which houses worship) is a short block away from the Chapel and Admin/Office Building (which houses the Sunday School, fellowship hall, church offices and meeting rooms.)

Describe non-owned buildings or space used or rented by the church: None

Which spaces are accessible to wheelchairs? (worship space, pulpit, fellowship space, facilities, etc.) Sanctuary, Chapel Hall

Reflection: After reviewing the church's finances and assets described above, what does this information reflect about your congregation's mission and ministry?

For example, when was a time the church made a major budget change? How is the budgeting process done? What new ministry initiative has your church financed?

The congregation is responsive to church financial needs and is a good steward of its assets. There has not been a major operating budget change in 15 years. Budgeting is led annually by the Trustees with input from the various committees. About 20 years ago we had an Associate Pastor for about six years and subsequent to that for another 6 years, a Pastoral Assistant. The past six years has been a period of constant change during which we have had two interim ministers and a settled pastor for 2.5 years.

3f. HISTORICAL INFORMATION

Name one to three significant happenings in the history of your church that have shaped the identity of your congregation. Add the most important event in the life of your church in the past 10 years.

- Engaging in the deep reflection and introspection required by an Interim process at the stormy conclusion of a 37-year pastorate.
- Weathering the pandemic with a newly called pastor and processing his unexpected early departure.
- Navigating an extended period of time without an Interim, Bridge or Settled Pastor inspiring us to come together in common purpose and mission and to thrive as a church.

All of these experiences could have weakened some churches but our church has grown stronger and more self-reliant.

Describe a specific change your church has managed in the recent past.

Covid changed many things about our church and personal lives, including becoming accustomed to virtual participation. We have an astute engineer and his team, all members of our congregation, who stream and record our services. Sunday worship, coffee hour after service, spiritual study classes, Bible study, committee meetings and pastoral care were also part of this virtual enhanced world in which we now live. The possibility of losing our connection with God and each other was real, but with a concentrated and coordinated effort we managed to grow closer rather than further apart.

We cared for each other, particularly those who were alone or ill. Deacons regularly called and wrote cards to every member of the congregation through the long quarantine. Our Care Team

provided meals to those in need. Our pastor, supported by our Music Director and soloists, held Sunday worship from our beautiful sanctuary every week. Attendance remained steady. Similarly, virtual weekly spiritual growth and Bible study classes conducted by our pastor were well and enthusiastically attended, allowing us to see and hear each other and engage in faithful discussion and share our personal joys and concerns.

Many churches have not returned to their pre-Covid levels of vitality. However, in light of the challenges we have faced since our Pastor left in the Summer of 2022, we are grateful to say that our congregation is strong. We recently celebrated our second New Member Sunday in the past 18 months.

Every church has conflict, some minor, some larger. “Where two or three are gathered, there will be disagreement...” Describe your congregation’s values and practices when it comes to conflict.

For example, what is an example of a recent conflict and something your congregation learned from it? Describe an occasion when your church experienced conflict without being able to resolve it well. Does your church have policies, protocols or structures for dealing with conflict?)

During Covid some members wanted to return to in-person services sooner than others. The Church Council navigated these and other considerations that tested our conflict- resolution skills.

A church can resolve these kinds of conflicts in different ways - by sweeping them under the rug or overriding the objecting party. Our church dealt with the disagreements respectfully and collaboratively. Accommodations were reached and, generally, no one felt overruled.

Ministerial History *(include all previous ministerial staff for the past 30 years)*

Staff member’s name	Years of service	UCC Standing (Y/N)
Rev. Kurt Herber	3 months (medical crisis ended his Interim)	Y
Rev. Dr. Mark Boyea	2020-2022	Y
Rev. Marlayna Schmidt	2017-2019	Y
Rev. John Hughes	1980-2017	Y

Rev. Beth Horne	2003-2008	Y
Judy Haley, Pastoral Assistant	2008 - 2014	N?

Comment on what your church has learned about itself and its relationship with persons who provided ministerial leadership:

Has any past leader left under pressure or by involuntary termination?

Y/N/Ask us

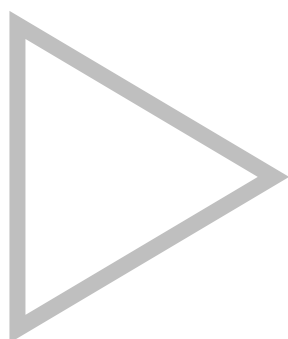
Yes

Has your church been involved in a Situational Support Consultation?

Y/N/Ask us No

Has a past pastor been the subject of a Fitness Review while at your church?

Y/N/Ask us No



4. WHO IS OUR NEIGHBOR?

“You shall love your neighbor as yourself.” (Matthew 22:39 NRSV)

a. COMMUNITY VISION

b. MISSION InSite

4a. COMMUNITY VISION

How do the relationships and activities of your congregation extend outward in service and advocacy?

For example, which service activities has your church participated in this past year? Where has the church participated in global connections of care and justice? What is currently transformational in your church’s engagement with neighbors near or far?

- Community wide Ecumenical Prayer Vigil for Ukraine, organized by First Parish Church, which also raised funds to support Ukraine relief services
- Open Door ongoing food and personal care item donations - (Our regular preparation and serving of meals has been paused by Open Door due to Covid.)
- Grace Center ongoing food and gift card donations

- Council on Aging - Free rental of chapel for weekly activities; invitations and transportation to seniors to attend our special activities such as Burgers and Bingo on New Year's Eve and Fat Tuesday pancake supper
- Compassion International - Spiritual and financial sponsorship of Chepkirwok in Kenya
- A Stephen Ministry is being established
- FPCC Care Team - meals, transportation, shopping, emotional support, etc...
- Ecumenical Easter Sunrise Service on Singing Beach
- Wobblin Goblin Halloween participation
- Operation Troop Support - ongoing collections for those that serve
- Veteran Services in Manchester and Gloucester
- Presence at "Black Lives Matter" vigil
- Global Refugee Mission of New England - sewing, art and educational supplies
- Community wide annual friendship tree lighting and concert led by Woman's Club
- Manchester Historical Museum enjoys a nominal rental fee for chapel use
- Magic Years Preschool has been housed in the chapel building for a low fee since 1972
- A Dance School has been renting space in the chapel building at an affordable rate
- Christmas caroling to the homebound and ill
- Financial sponsorship of one summer weekly concert in the park with an outreach table
- Town of MBTS free use of chapel for employee recognition programs
- Community wide blessing of pets
- Clock winders for the meeting house town clock in the steeple
- Host of the Memorial Day church service with the American Legion
- Wellspring
- Bootstraps
- Deacons and clergy offer economic, occupational, literacy, food and shelter referrals
- Emmaus, Inc.
- Heifer, International
- UCC Christmas Fund
- Our Church's Wider Mission
- One Great Hour of Sharing
- Neighbors in Need
- Church World Service
- Habitat for Humanity
- Afghan Refugees on Cape Ann
- Plummer Youth Promise
- Essex County Green Belt
- Prayer Wall on website open to members and nonmembers
- Church and bathrooms are open to visitors for Festival by the Sea and 4th of July parade
- Mary Martin Fund established in 1875 to assist those in need
- Deacon Fund to financially help Cape Ann residents in need

- Meals for staff at Beverly Hospital, The Linden Assisted Living and Ledgewood Rehab

Individual church members actively serve the community by membership in various other organizations such as: town government, Council on Aging, Manchester Historical Museum, Meeting House Committee, hospice, Girls Inc., Action, Inc., Cape Ann Chamber of Commerce, Senior Care, etc...

Describe your congregation's participation in meetings, relationships and activities connecting the wider United Church of Christ (association / conference / national setting).

Super Saturdays

Pulpit supply from UCC clergy list

Ordinations

Installations

Reverend Alex Shea Will, Area Conference - strong connection

Congregational Library and Archives digitized our oldest church records for public access

Ecclesiastical Councils

Association annual meeting

UCC annual meeting

Craigville Theological Colloquy

Climate Justice meetings

Many local churches love to tell the story of what they are doing in the community to transform lives. Some have identified certain aspects of their witness into the wider community using language shared with other UCC congregations. (Find more information as desired at ucc.org.)

Check any statements below that apply to your UCC faith community.

☐ Accessible to All (A2A)

☐ Just Peace

☐ Creation Justice

☐ Global Mission Church

☐ Economic Justice

☐ Open and Affirming (ONA)

☐ Faithful and Welcoming

☐ WISE Congregation for Mental Health

☐ God Is Still Speaking (GISS)

☒ Climate Justice

☐ Border and Immigrant Justice

☐ Designations from other denominations

☐ Inter-cultural/Multi-racial (I'M)

☐ None

Reflect on what the above statement(s) mean(s) to your community. Is your congregation interested in working toward any of the above statements of witness in the near future?

Not in the near future, however, FPCC's delegates recently attended an SNEUCC meeting encouraging WISE. A member is engaged with Climate Justice and we intend to explore ONA when we have a settled pastor.

Describe your congregation's participation in ecumenical and interfaith activities (with other denominations and religious groups, local and regional).

- Community-wide Ecumenical Prayer Vigil for Ukraine was organized by First Parish Church. A minister, rabbi, priest and vicar participated. Funds were raised for Ukraine relief services.
- Several people visited and supported the Ukrainian Church in Salem, MA.
- Ecumenical Easter Sunrise Service on Singing Beach
- A deacon and service and outreach representative attended the Wellspring interfaith clergy event when we were without a pastor.
- Local clergy group participation
- Messiah Sing hosted by FPCC

If your congregation has a mission statement, how does that mission statement compare to the actual time spent engaging in different activities? Think of the range of activities from time spent gathering, to governance, to time spent going out.

FPCC has a Mission Statement in our bylaws which grounds us in Trinitarian theology and calls us to worship God, “promote Christian instruction and provide service to others.” The statement seems to focus primarily on how we behave toward each other inside our church community. We have recently supplemented this statement with a Purpose Statement “Awaken to the Light and Love of God; Be a Joyful Beacon to our World,” which we believe better reflects both an invitation to *come in* to church to be fed and nurtured by God's Spirit and a call to *go out* from church joyfully sharing the Love of God with the world.

Reflect on the scope of work assigned to your pastor(s). How is their community ministry and their ministry in and on behalf of the wider church accounted for in the congregation's expectations on their time?

We seek a pastor who builds ties with our wider community. The congregation will vigorously support this effort.

4b. MISSION InSite

Comment on your congregation's MissionInSite report with data for your neighborhood(s) or area. What trends and opportunities are shown?

Population of MBTS overall is getting older—population of residents 65 and above is projected to increase approx. 8% in the next 10 years.

Of people younger than 65, the ONLY group that is growing is the segment of people ages 25-34 (“singles and young families” – though, in MBTS, we think this group consists of mostly young parents.) This group is projected to increase by approx. 7 % in the next 10 years. In this “young family” age group, many are heavily involved in sports.

In terms of worship services, people in MBTS have a high interest in both contemporary and traditional worship.

How do your congregation’s internal demographics compare or contrast to a) the neighborhoods adjacent to your church, and b) other neighborhoods with which your church connects?

Our congregation is getting older, our number of members/participants 65 and above is increasing.

Most of our congregants enjoy traditional worship, though more contemporary “Jazz Sunday” services are also very well attended.

How are the demographics of the community currently shaping ministry, or not?

We are committed to becoming part of the wider community - a good civic neighbor - as evidenced by our increased participation in town-wide events and the local Chamber of Commerce meetings. During the pandemic we renovated our Chapel Hall and have encouraged its use by local Town organizations. Our Vitality Committee organized several events that were open to the town including a New Years Eve Burgers and Bingo celebration and, pre-Covid, an annual Fat Tuesday Pancake Dinner.

We are also establishing a Stephen Ministry, which we hope will create another avenue of service to our neighbors during these difficult and ever-changing times.

What do you hear when you talk to community leaders and ask them what your church is known for?

Being welcoming and hospitable—for weddings and memorial services and to outside non-profit groups who meet in our building space. And, since the church is “on the green,” we are identified as a place people can go to find peace and solace when there is a local or national tragedy.

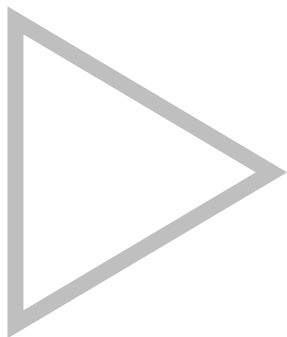
What do new people in the church say when asked what got them involved?

- A member invited them to “come and see”
- A search for a new spiritual home
- Personal illness or tragedy

- Making friends
- Choir/music program
- Raising kids in the church

Some quotes from visitors:

- “I'm new to town, and I'm looking for a church. My first stop was First Parish, because you're the building on the Green.”
- “I was raised Catholic, but stopped going to church. I still want to be a part of a spiritual community and this one is welcoming.”
- “I want my kids to have a religious background, so we're here because of the Sunday School.”
- “I attended your New Year's Eve Burgers and Bingo party and you all were so warm and welcoming, that I've been attending pretty consistently since then.”
- “The church building called to me. I've been in the knitting group and book group ever since.”



5. REFERENCES

Name up to three people who have agreed to serve as phone and written references. Advise the three references: “The contact information you provide may be shared publicly. Please use contact information that you feel comfortable giving to candidates so they can reach you with their questions.”

Make sure they are not members of your church but are persons who know your church well enough to be helpful to candidates seeking more information. Request a letter from each reference in answer to the four prompts below. Attach the letters (up to three) as desired.

REFERENCE 1

Heather DePriest, Manchester Parks & Rec, Program Director

978-526-2019 depriesth@manchester.ma.us Heather has been our contact when FPCC

participates in town-wide events, e.g., Concerts in the Park, Holiday Stroll, Festival-by-the-Sea

REFERENCE 2

Julie Hazen LaFontaine, Open Door CEO

978-283-6776 ext. 200/julie.lafontaine@foodpantry.org

She is aware of our volunteerism and donations to Open Door. Has spoken to our congregation a number of times as part of “Service Sundays.”

REFERENCE 3

Reverend Rick Spalding/Minister/Old South Church, Boston

413-884-4502/ Richard.Spalding@williams.edu. Revered pulpit supply minister

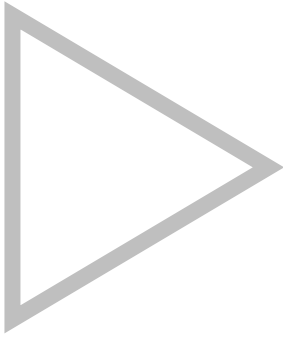
PROMPTS FOR REFERENCES

Describe some areas of strength in this church’s ministry.

Describe some areas for improvement in this church’s ministry.

Describe a significant experience you have had of this church’s ministry.

Anything else you wish to share.



6. CLOSING THOUGHTS

- a. CLOSING PRAYER
- b. STATEMENT OF CONSENT
- c. CONFERENCE/ASSOCIATION VALIDATION

6a. CLOSING PRAYER

Include here any prayer or dream for the minister you imagine journeying toward you... a poem, for example, or a Scripture passage or a piece of music that is meaningful to your Search Committee:

[Jesus said,] ‘You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven.’ (Matthew 5:14-16)

We pray that you, the candidate, continue to awaken to the Light and Love of God in your own life and ministry, and that God ignites in you a joyful light that shines through all you say and do for Jesus’ sake, by the power of the Holy Spirit. Amen.

6b. STATEMENT OF CONSENT

The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared by covenantal partners. To that end, we attest that, to the best of our abilities, we have provided information in this profile that accurately represents our church. We have not knowingly withheld any information that would be helpful to candidates.

As the committee charged with the responsibility for identifying and recommending a suitable new minister for our church, we have been authorized to share the information herein with potential candidates. We understand that a candidate may wish to secure further knowledge, information, and opinions 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.

1. Which individuals and groups in the church contributed to the contents of this Local Church Profile? *(for example, church council or consistory, transition team, etc.)* [The Settled Pastor Search Committee created our Church Profile with input from staff and the congregation \(via a “Soup and Conversation” gathering, interviews with staff and an exercise on the key traits of a desired Pastor. Church Council reviewed the final draft before it was shared with our ACM for comment.\)](#)

2. Additional comments for interpreting the profile:

Signed: Mary Lumsden, Chair, FPCC Settled Pastor Search Committee

Date: May 3, 2023

6c. VALIDATION BY CONFERENCE/ASSOCIATION

The congregation is currently in good standing with the association / conference named.

Staff Comment:

To the best of my knowledge, ministerial history information is complete.

Staff Comment:

To the best of my knowledge, available church financial information is presented thoroughly.

Staff Comment:

My signature below attests to the above three items.

Signature: 

Name / Title: Rev. Alexander S. Will / Area Conference Minister

Email: SheaWillA@sneucc.org

Phone: 508-244-4769

Date: May 3, 2023

UNITED CHURCH
OF CHRIST



This document is created through support to Our Church's Wider Mission (OCWM) and is only possible through the covenantal relationships of all settings of the United Church of Christ.

“Jesus answered them, ‘Have faith in God!’” – Mark 11:22