

March 23, 2015  
Date

Pastor  
Position to be filled

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

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**Local Church  
Statement of Consent**

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

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

  
Signature of Search Committee Chairperson

Date: March 23, 2015

**Church**

Name: Windsor Congregational Christian Church United Church of Christ  
Address: P.O. Box 407, 4 North Court Street  
City, State, Zip: Windsor, VA 23487

**Search Committee Chairperson or Contact Person**

Name: Bentley Richardson  
Address: 24229 S. Johnson Ave  
City, State, Zip: Windsor, VA 23487  
Telephone: 757-242-6606  
Email: [search@windsorchristian.org](mailto:search@windsorchristian.org)

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

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

1. Church: Windsor Congregational Christian Church United Church of Christ

2. Address: P.O. Box 407  
 City, State, Zip: Windsor, VA 23487

3. Name of Search Committee Chairperson: Bentley Richardson

Address: 24229 S. Johnson Ave  
 City, State, Zip: Windsor, VA 23487

Telephone: 757-242-6606  
 E-Mail: [search@windsorchristian.org](mailto:search@windsorchristian.org)

4. Conference Staff Person Assisting Our Church: Rev. John Myers

Address: 254 Spirit Circle East  
 City, State, Zip: Suffolk, VA 23434

Telephone: 757-676-7068  
 Fax: 757-934-6112  
 E-Mail: [eva.soc.ucc@charterinternet.com](mailto:eva.soc.ucc@charterinternet.com)

**MEMBERSHIP INFORMATION**

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

	Last Year	5 Years Ago	10 Years Ago
a. # Church members	279	355	327
b. Average attendance at worship	78	117	148
c. Average participation of children/youth in C. E.	10	15	25
d. Average weekly participation in adult education	31	38	33
e. # Members who are ordained clergy	1	2	1

## 6. Profile of Congregation

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

a. Age: (from survey results plus records)

3 % ages 0-5  
8 % ages 6-18  
4 % ages 19-34  
15 % ages 35-49  
27 % ages 50-64  
25 % ages 65-74  
18 % ages 75+

b. Educational level of adults:

1 % completed less than high school  
32 % high school graduates  
37 % some college/vocational school  
24 % college graduates  
6 % graduate school

c. Family units:

25 % couples with children at home  
46 % couples without children at home  
27 % single  
2 % single parent with children at home

d. Occupation of adults:

30 % business  
12 % clerical  
4 % farmer/rancher  
6 % laborer/manufacturing  
23 % professional  
5 % student  
6 % tradesperson  
11 % homemaker  
3 % other

e. Employment:

61 % employed  
4 % not currently employed  
35 % retired

f. Describe the racial-ethnic makeup of your congregation: The makeup of our congregation is mainly Caucasian.

## CHURCH FINANCES

7.	Last Year	5 Years Ago	10 Years Ago
Total Church Income	\$192,394.00	\$239,939.00	\$219,307.00
a. Members offering and pledges	\$154,940.00	\$179,021.00	\$189,905.00
b. Interest from investment or endowments	\$2,179.00	\$11,127.00	\$3,185.00
c. Principal reduction (endowments or investments)	----	----	----
d. Rentals	\$9,450.00	\$8,100.00	\$2,025.00
e. Special Fundraising	\$00.00	\$26,170.00	----
f. Other	\$25,825.00	\$15,521.00	\$24,192.00

8.	Last Year	5 Years Ago	10 Years Ago
Total Operating Budget	\$168,000.00	\$195,000.00	\$183,000.00
a. Our Church's Wider Mission Basic Support	----	----	\$3,700.00
b. Our Church's Wider Mission Special Support	----	----	----
c. Other gifts	----	----	----
d. Current local expenses	\$162,459.00	\$161,778.00	\$136,640.00
e. Annual capital payments	\$15,775.00	\$500.00	----
f. Other debt	----	\$100,000.00	----

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

None during the 2014 calendar year.

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

Name	Amount
Isle of Wight Christian Outreach	\$2,000.00
Edmarc Hospice	\$500.00
Genieve Shelter	\$500.00
Red Cross	\$500.00
Local Benevolence	\$147.00
Cooperative Ministries	\$500.00
For Kids	\$250.00
Meals on Wheels	\$500.00
Benevolence Committee	\$1,500.00
Western Tidewater Free Clinic	\$1,500.00
Mission of Hope	\$325.00
UCHS Foundation designate Lake Prince Benevolent Fund	\$1,500.00

**11. Indebtedness**

- Total amount of capital debt: \$00.00
- Total amount of other debt: None
- Are capital and other payments current?  yes  no

**12. Capital Campaigns**

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

2009 Roof Project

Goal (Actual Project Cost): \$44,090.00

Outcome: \$26,170.00

2012 HVAC Project

Goal (Actual Project Cost): \$54,150.00

Outcome: \$31,575.00

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

New Roof

New HVAC

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

a. Reserves (Savings): \$333,165.00 (cash - saving - CD's)

b. Endowments/investments: \$300,771.00

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

· Church is in good condition. Addition to sanctuary completed in 2000 and new roof in 2009.

· House adjoining church is very old and condition is fair.

d. If a building program is projected or underway, describe it, including estimated date of completion: None

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

Address: Church does not own a parsonage.

City, State, Zip:

Number of rooms:

Number of bedrooms: Number of bathrooms:

Description:

**FINANCIAL SUPPORT OF MINISTERIAL LEADERS**

**14. If your Conference has compensation guidelines, do you follow them? \_\_\_ ycs X no**

**a. If the compensation package offered falls below conference guidelines, are you willing to have a pastor who is bi-vocational, having another part-time position to supplement income?**

\_\_\_ yes X no

**b. Are you willing to help bi-vocational candidates locate other employment?**

\_\_\_yes X no

**15. Salary History**

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

	Start Date				End Date			
	Year	Salary	Housing	Parsonage	Year	Salary	Housing	Parsonage
a. Last	2014	\$22,861.00	\$18,500.00	None	2014	\$22,861.00	\$18,500.00	None
b. Previous	2008	\$37,000.00	\$18,000.00	None	2011	\$37,000.00	\$18,500.00	None
c. Next previous	1994	\$24,100.00	\$12,000.00	None	2005	\$41,750.00	\$18,000.00	None

**16. During the above period, has your church failed to fulfill its financial obligations to its pastor?**

yes     no    If yes, please comment:

**17. Salary, Benefits, and Expenses Offered:**                      Negotiable

a. Cash salary offered:    \$ depends on experience and skills the person can bring:

Conference recommended salary range:    \$33,851.42 - \$44,823.47

b. Housing: \$18,500.00

Housing allowance only     Parsonage only     Would offer either

c. Customary benefits:

  X   Vacation:   2 - 4   weeks annually

       Maternity/paternity leave

  X   UCC retirement annuity: (       %);        other retirement plan (       %)

  X   UCC Life and Disability Insurance Benefits;        other life/disability insurance

  X   UCC Health Benefits:        other health benefits

  X   UCC Dental Benefits:        other dental benefits

  X   Social Security:    50%

       Continuing Education Funds: \$        annually

       Continuing Education Time:        weeks annually

       Sabbatical Leave: After        years for        months; \$        provided

       Books

Other Benefits, Specify: Accountable Discretionary Fund.  
This fund covers travel reimbursement at the federal rate and meeting expenses.

- d.  Travel Reimbursement; \_\_\_\_\_ cents per mile:
- e. Meeting Expense Reimbursement; \$\_\_\_\_\_ (see below)

We look at the cost of the total benefit package and get the ministers input as to what they want and the way to allocate the costs.

## **COMMUNITY CHARACTERISTICS**

### **18. Population**

- a. Population of total city or town in which your church is located: 2,670
- b. Describe the population by racial-ethnic category and identify the source of the information:
- |                   |       |           |    |
|-------------------|-------|-----------|----|
| Caucasian:        | 1,943 | Hispanic: | 72 |
| African American: | 584   | Other:    | 27 |
- Information: Provided by the Town of Windsor

### **19. Economic Factors**

**Identify major sources of employment/income in your community:**

- a. Locally owned small businesses.
- b. Many people commute to urban areas for employment.
- c. Light industrial growth in a new and growing intermodal park.

### **20. General Description**

**a. Describe three distinctive attributes of your community:**

1. Small town atmosphere with adequate community services and utilities.
2. Safe environment.
3. Abundance of civic pride, supported with active community organizations.

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

1. Residential and commercial growth.
2. Town will become more suburban.
3. Impact of transportation of goods and services with the new highways and upgraded

rail system.

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

1. Lack of youth activities.
2. Elderly needs.
3. Attracting new people to church.
4. The “growing pains” of changing demographics.

**d. Indicate Mission Activities**

1. **In which your church participates as a part of its mission in the community:** We provide for local families in need. We give our personal time and talents to organizations and individuals.
2. **In which your church expects the leader you are now seeking to participate:** Our minister will need to be active in the missions in which our church participates. The degree of participation will be at the Pastor’s discretion.

**e. Describe how your church building is now being used by the community:** Weddings, funerals, scouting, community groups and JDRF Meetings.

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

\_\_\_\_\_ one          \_\_\_\_\_ two            X   three or more

## CONGREGATIONAL LIFE

**21. Identify major trends you envision in your church in the next five years:** New residents will bring diversity and contribute new ideas. There will be growth and expansion of programs and services the church offers. This will necessitate continued building expansion.

**22. Planning:**

- a. **All churches do planning. How would you characterize the way planning is done in your church?** Planning for the operation of the church is done in individual committees and fellowships with major decisions then approved by the congregation.
- b. **What expectations do you have of the person you are seeking in relation to the planning that takes place?** The minister will provide support and guidance to the congregation, committees and fellowships.



**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, used additional pages.)

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

<u>Event</u>	<u>Year</u>
1. 100 <sup>th</sup> Anniversary	1977
2. Expansion of sanctuary	2000
3. 125 <sup>th</sup> Anniversary	2002

**b. Identify the most challenging event in the life of your church in the last three years and what the church learned from it:** Being faced with searching for another pastor after our current pastor resigned due to a personal family reason after only one year. While this is another transition time for the church, we have been fortunate to maintain a strong sense of family and continued community outreach.

**c. Identify what the congregation intends to accomplish during the next three years:** Our church plans to institute more youth and senior programs and enhance our spiritual growth and fellowship.

**d. Describe how the church expects the person you are seeking to help your church reach these goals:** The pastor will support the groups leading these efforts.

**e. The statement that most accurately describes the theological/faith stance of your church is:**

We tend to be theologically traditional to moderate.

**f. Describe the educational program of your church:** Sunday church school, Summer Bible School, weekly adult Bible study, weekly children’s sermon and children’s church (ages 4-6) and educational programs that the Board of Christian Education oversees.

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

Adults: Standard Lesson Quarterly by Standard Publishing

Adults: Interactive Acting Video

Teens: Interactive Acting Video

Children: Bible in Life by David C. Cook

The Board of Christian Education and the teachers select the material.

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

Pastor conducts classes and selects resources.

- g. Describe how the church expects the person you are seeking to participate in the congregation's educational programs:** Our minister should provide leadership and support.
- h. Describe how programs or ministries of your church are evaluated:** The Board of Deacons monitors spiritual programs along with the Board of Christian Education. The Finance Committee and Fellowships monitor charitable gift contributions.
- i. Describe the strengths or positive qualities of your church:** Strong families; fellowship and faith; talented, well educated and caring members.

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

Group	Purpose of Group	# Members	Frequency	Role
Women's Fellowship	Study – serve	30	Monthly	3
Men's Fellowship	Study – serve	20	Monthly	3
Board of Deacons	Governing Board	12	Monthly	2
Executive Committee	Governing Board	11	Monthly	1
Board of Christian Education	Sunday School Program	9	Quarterly	2
Board of Finance	Stewardship Program	10	On call	3
Music Committee	Provide organist & choir	3	On call	3
Property Committee	Oversee the property	7	Quarterly	3
Circle #2	Study – serve	15	Monthly	3
M&M Circle	Study – serve	15	Monthly	3
Circle #4	Study – serve	6	Monthly	3
Children's Bell Choir	Youth Program	9	Weekly	3
Bible Study	Study	15	Monthly	1

**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: M = most of the time; S = some of the time; N = not at all.**

M 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.

M Painful experience with conflict has been present, but it has been worked through, and we have learned from the experience.

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

N Open conflict is present, and we need a minister who can help us deal with it.

**26. Worship**

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

    by a worship committee

    by the pastor

X by the pastor in consultation with the church musician

    other. Specify:

**b. Describe the style and content of preaching valued by your congregation:** Our members value scripture-based messages in a free delivery manner, that relate to daily living and challenges in life using varied sources and examples. Some humor is always appreciated.

**c. Describe the role in worship of the person you are seeking:** Our pastor is the primary planner and leader of worship with the deacons, lay people, and youth groups participating in readings.

**d. What hymnal(s) are currently used by your congregation in worship?**  
Favorite Hymns of Praise

## WIDER CHURCH CONNECTIONS

### 27. United Church of Christ

- a. **Association, conference, or other denominational settings in which church members participate:** Minister is encouraged to participate in conference activities. Members have not been very active in the association or conference, but this has started to change.
- b. **Association, conference, or other denominational settings in which your church expects the leader you are now seeking to participate:** This would depend on individual preferences.
- c. **Choose the work that describes how lay leaders of your church consciously identify with the United Church of Christ:**

closely    moderately    nominally    other

**Comment:** Most of our lay people do not identify closely with the UCC.

### 28. Ecumenical and Interfaith Activities

- a. **Describe ways your church participated in ecumenical and interfaith activities during the last three years:** Easter sunrise services, fifth Sunday night sing (choir) and Vacation Bible School with other churches
- b. **Describe how your church expects the leader you are now seeking to participate in ecumenical and interfaith activities:** Our minister will maintain a good relationship with other local ministers and participate in activities with other churches as opportunities present themselves.

**RELATIONSHIP WITH MINISTERIAL LEADERS**

**29. Relationship with Prior Leaders**

**a. Characterize your church’s experience with pastoral leaders over the last 10 years.**  
*You may check more than one response:*

- We have had solid relationships with persons providing pastoral leadership.
- We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.
- We have some tough times and things did not always work out.

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

Name	From	To
1. Rev. Donald Kelly	2014	2015
2. Rev. Stephen W. Broache	2008	2011
3. Rev. Basil L. Ballard	1994	2006

**c. If a previous pastor is currently a member of the church, describe his or her role in the life of the congregation:** After retirement Rev. Basil Ballard was named Pastor Emeritus and remains an active member in the church.

**d. In addition to financial support, describe how your church supported the most recent person to hold the position you are now seeking to fill:** We provided support for his initiatives such as: Bible studies and his launch of the A-Team, a group formed to help promote activities within the church and community outreach.

**e. Involuntary Terminations:**  
 Have any of the last three persons serving in the position you are seeking to fill left involuntarily or under pressure?

yes     no:    If “yes” respond to the following:

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

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

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> civil | <input checked="" type="checkbox"/> kind |
| <input type="checkbox"/> compassionate    | <input type="checkbox"/> supportive      |
| <input type="checkbox"/> harsh            | <input type="checkbox"/> indifferent     |

3. **Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:** Need for a formal pastoral relations committee.

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

**If yes, describe its purpose and how it functions:** The Pastoral Relations Committee will be re-activated upon hiring of the new minister. See item 31.

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

1. Annual review based on goals and objectives.
2. Annual compensation review.
3. Meet monthly with pastor the 1<sup>st</sup> six months, then as needed.
4. Annual report to the congregation.

**32. Leadership Expectations**

**The following were identified as the top leadership expectations and skills:**

- Effective speaker
- Skills to grow a church
- Helpful in developing spiritual life
- Effective planner and worship leader
- Makes pastoral calls to shut-ins and members in the hospitals or nursing homes
- Good leader
- Skills to connect with young people as well as organize and grow youth groups
- Effective teacher
- Effective working with adults
- Brings in new members
- Skilled planner and leader of programs

**GENERAL**

**33. Does your church search committee or governing body have a policy against discrimination?**

\_\_\_yes    no

Comment:

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

*(Per the By-Laws of the Church)* "It shall be the duty of the pastor to set a good example to his congregation and to conduct all services on Sundays, holidays, and such other days as the congregation may desire, to direct the work of religious education, administer the Holy Sacraments, visit the sick, comfort the distressed and to perform all such other duties as belong to the pastor's office in the United Church of Christ." An example of this would be to live a life that follows the Bible's teaching.

**b. Does your church have a personnel policy covering this position?** \_\_\_yes    no

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

Title: Administrative secretary

PT    \_\_\_FT

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

Name	Telephone	Relationship to Your Church
Rev. Lafayette T. Wilkins	757-934-1906	Past Member
Rev. John Faulk	757-877-5812	Past and Current Interim Minister
Mr. Richard J. Holland, Jr.	757-242-6111	Person in the Community

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



## **STATEMENT ON LEADERSHIP IN MINISTRY**

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

Windsor Christian Church is a talented, intelligent and caring group of community-minded individuals with diverse backgrounds and experiences. Many members are well traveled and not lifelong residents of Windsor. Although we are not a multiple-staff church at this time, we have many members who are excellent leaders in our church and community.

These lay leaders and the committees of the church; such as the Board of Deacons, the Board of Trustees, the Board of Christian Education, the Finance Committee, the Property Committee, the Music Committee, and the Men and Women's Fellowships; ensure that the operation of the church and any projects it undertakes run smoothly.

We are looking for a minister who wants to be involved in all aspects of our church and who will provide spiritual leadership, love and encouragement to all age groups. A clear vision for our church's continued growth and for our youth is needed. Working with the youth is of primary importance. Regular visitations of shut-ins and hospitalized members are expected.

We desire a pastor who is an inspiring speaker with messages that are faithful to biblical principles and warmly welcoming to all. Because we live in a small town, our pastor is encouraged to participate in community activities and minister to our church family and the community, thus becoming an important liaison between the two. There are many exciting opportunities for a new pastor due to the growth in our community.