

COMPLETING THE LOCAL CHURCH PROFILE

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

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

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

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

Instructions for Selected Numbered Items*

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

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

**United Church of Christ
LOCAL CHURCH PROFILE
FOR LOCAL CHURCHES SEEKING NEW LEADERS**

**Local Church
Statement of Consent**

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

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

Kelly S. Blaine

11-27-17

Signature of Search Committee Chairperson

Date

Church

Name:	Emanuel United Church of Christ
Address:	324 West Main Street, P.O. Box 415
City, State, Zip:	Manchester, MI 48158

Search Committee Chairperson or Contact Person

Name:	Kelly Blaine
Address:	14495 E. Austin Rd.
City, State, Zip:	Manchester, MI 48158
Telephone:	734-428-0741
Fax:	N/A

E-Mail: **kwblaine@att.net**

DATE:

November 27 , 2017
Senior Pastor

POSITION TO BE FILLED: _____

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

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

1. Church:	Emanuel United Church of Christ
2. Address:	324 West Main Street, P.O. Box 415, Manchester MI 48158
Church Website:	emanuelucc.org Facebook: Emanuel UCC – Manchester, MI

3. Name of Search Committee Chairperson/Contact Person:

	Chairperson	Contact Person
Name	Kelly Blaine	Kelly Blaine
Address	14495 E. Austin Rd.	
City, ST ZIP	Manchester, MI 48158	
Telephone	734-428-0741	
Email	kwblaine@att.net	

4. Conference/Association Staff

Person Assisting Our Church: **Rev. S. C. Campbell Lovett**

Address:	5945 Park Lane Rd. PO Box 1006
City, State, Zip:	East Lansing, MI 48826-1006
Telephone:	517-332-3511
Email:	scclovett@michiganucc.org
FAX:	517-339-2621

MEMBERSHIP INFORMATION

5. Membership:

	Last Year	5 Years Ago	10 Years Ago
a. # Church members	578	585	546
b. Average attendance at worship	83	126	172
c. Average participation of children/youth in C.E.	10	12	45
d. Average weekly participation in adult education	0	6	10
e. # Members who are ordained clergy	1	0	0

6. Profile of Congregation

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

%	a. AGE	%	c. FAMILY UNITS
2%	0-5	15%	Couples with children at home
6%	6-18	35%	Couples without children at home
6%	19-34	45%	Single
16%	35-49	5%	Single parent with children at home
24%	50-64		
28%	65-74		
18%	75+		
	b. EDUCATION LEVEL OF ADULTS		d. OCCUPATIONS OF ADULTS
0%	Completed less than high school	13%	Business
40%	High school graduates	12%	Clerical
30%	Some college/vocational school	1%	Farmer/Rancher
25%	College graduates	18%	Laborer/Manufacturing
5%	Graduate school	12%	Professional
		10%	Student
		8%	Tradesperson
		25%	Other

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

Describe the racial-ethnic makeup of your congregation:

Our congregation is primarily Caucasian. Over the years our congregation has become more open to diversity.

CHURCH FINANCES

	Last Year	5 Years Ago	10 Years Ago
7. Total Church Income	\$191,567	\$197,489	\$246,989
a. Members offerings and pledges	\$152,452	\$171,767	\$213,799
b. Interest from investment or endowments			
c. Principal reduction (endowments or investments)	0	0	0
d. Rentals	\$4,883	\$5,599	\$6,056
e. Special Fundraising	\$18,567	\$7,060	\$3,773
f. Other - Missions	Included with Fundraising		

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

Goal 2011:			
Pledges	N/A	Actual Received	N/A
Goal 2012:			
Pledges	N/A	Actual Received	N/A

	Last Year	5 Years Ago	10 Years Ago
8. Total Operating Budget			
a. Our Church's Wider Mission Basic Support	\$250	0	\$3,000
b. Our Church's Wider Mission Special Support	\$695	\$680	\$974
c. Other gifts	\$0	\$0	\$217
d. Current local expenses	\$188,861	\$179,058	\$242,206
e. Annual capital payments	\$0	\$0	\$8,524
f. Other debt	N/A	N/A	N/A

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

One Great Hour of Sharing	\$220
Neighbors in Need	\$10
Christmas Fund	\$365
Strengthen the Church	\$100
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.)	\$0

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. Operation Christmas Child	\$2,573
2. Saline Evangelical Home	\$500
3. Camp Talahi	\$500
4. Area Missions	\$600
5. Adopt A Family	\$322
6. Galilean Home	\$300
7. Sunday School Offering- Heifer Project and Galilean Home	\$416
8. Souper Bowl Sunday	\$250
9. Oak Grove Cemetery	\$200

Comments:

Our congregation has historically been generous with their giving for local missions.

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

Our church has been excited to be involved with Operation Christmas Child. It has excited the church because all ages are involved and we work closely with other area churches and individuals to provide over 700 boxes for the mission.

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

11. Indebtedness

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

12. Capital Campaigns:

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

Goal:	\$67,000	Outcome:	\$67,000
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- b. What projects were undertaken as a result of your capital campaign?

The windows in the educational wing were replaced with vinyl windows that appear historic from the outside.

c. Was there a mission or outreach component to the campaign?

Yes

No

d. If a capital campaign is underway or anticipated, describe it:

Goal:	N/A
Beginning Date:	N/A
Purpose:	N/A

13. Assets held by the Church:

- a. Reserves (savings): **\$315,290**
- b. Endowments/Investments: **\$778,812**

Describe buildings and property of your church except the parsonage:

Founded in 1862 by German Protestant immigrants, Emanuel Church has continued to serve the community of Manchester for 155 years. The church property encompasses an entire block on the main street just west of the village green. The historic brick sanctuary built in 1882 seats 350-400 people and is crowned by a 156 foot spire. Its massive tower house two steeple bells that have been summoning the congregation to services since 1887. The church hall, a large brick structure to the west of the church, was built in 1927. Its lower floor houses the commercial church kitchen and dining room while the upper level – originally an auditorium complete with stage – is now utilized as a gymnasium. The church and hall are connected by a two-story brick wing which was completed in 1962. The connecting unit contains classrooms, conference room, library, historical archives and administrative offices. There is a large paved parking lot in the rear of the property. The church also owns a tract of open space to the north of the parking lot that remains undeveloped.

c. Is the church building (including sanctuary and offices) handicapped accessible?

Yes	
Partially (specify)	There is a ramp to fellowship hall, with handicapped accessible restrooms, off the rear parking lot. A separate ramp to sanctuary in the front of the church. Church offices are not handicapped accessible.
No	

Is the pulpit handicapped accessible?

Yes

No

 X

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

At the current time there is no building program projected or underway. However, there has been talk amongst the congregation about the need for an elevator that would service the five levels of the church building. Thanks to the generous donations of members a Handicap Accessibility Fund has been established and continues to increase.

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

Address:	302 West Main Street				
City, State, Zip:	Manchester MI 48158				
Number of Rooms:	13	Number of Bedrooms:	4	Number of Bathrooms:	3 Full
Description:	<p>Emanuel's parsonage on the eastern portion of the church block was built in 1909. The house was originally a 2 ½ story colonial revival with a wrap-around porch on the southeast corner featuring Doric columns and a cobblestone foundation. It was extensively remodeled and enlarged in 1971-1972 and completely refurbished in 1994. [See photographs] The current floor plan is in excess of 4000 square feet. A covered breezeway connects the house to the original stable which now functions as a two car garage. The parsonage consists of 13 rooms – four bedrooms and three full bathrooms. It has an updated kitchen, spacious dining room, living room and sunroom along with a cozy sitting room and foyer featuring the original fireplace. Other amenities include central air and complete laundry facilities. The parsonage is ideal for both public gatherings and private living.</p>				
Distance from Church	Adjacent on city block	Handicapped Accessible?	Yes	No	X
			Partial		

FINANCIAL SUPPORT OF MINISTERIAL LEADERS

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

Yes Yes for some compensation items but not all No

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

Full Time

Part Time (specify) _____

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

Church requires a full time pastor and is prepared to offer salary and benefits to support the position.

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
Last	2014	\$50,200		P	2017	\$53,940		P
Previous	2005	\$42,376		P	2011	\$53,451		P
Next previous	2000	\$24,000		P	2003	\$33,000		P

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: Negotiable

b. Housing: _____

Housing allowance only Parsonage only Would consider offering either

c. Customary benefits: **Negotiable**

	Details, if available
Vacation	
Maternity/paternity leave	
UCC Retirement Annuity	
UCC Life and Disability Insurance Benefits	
UCC Health Benefits	
UCC Dental Benefits	
Social Security/Medicare Offset	
Continuing Education Funds	
Continuing Education Time	
Sabbatical Leave	
Other benefits (specify)	

c. Ministry Expenses **Negotiable**

Travel Reimbursement
Meeting Expense Reimbursement
Books and Periodicals
Reimbursement of Criminal Background Check Fee
Moving Expenses

COMMUNITY CHARACTERISTICS

18. Population

- a. Population of total city or town in which your church is located:

The Village of Manchester's current population is approximately 2,100. The congregation is gathered from the Village of Manchester, four surrounding townships and a few nearby towns.

- b. Describe the population by racial-ethnic category and identify the source of the information:

2010 U.S. Census Bureau Facts for Village of Manchester:

Non-Hispanic	98.4
Caucasian	96.8
African American	0.3
Asian	0.3
Multi-Racial	0.8
Other	0.1
Hispanic	1.6

19. Economic Factors

Identify major sources of employment/income in your community:

- **Small business- the Manchester community is made up of many small business owners both with store fronts downtown and home based businesses.**
- **Local colleges and hospitals within 30 miles of Manchester.**
- **Manchester School System**
- **Amcor Rigid Plastics (Corporate Headquarters & Research/Development Center)**
- **Martinrea Bishop Circle Assembly (Automotive Supplier)**

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

- a. Describe three distinctive attributes of your community:
- **A quaint village with a historic downtown district located on the River Raisin.**
 - **A bedroom community: 30 minutes from Ann Arbor, Jackson, and Adrian, Michigan; 60 minutes from Detroit and Lansing Michigan, and Toledo, Ohio.**
 - **Manchester Community Schools is "A caring community developing future-ready citizens." This is a small district with a personal touch, in which students exceed the average achievement of Michigan students and**

more than 95% reach graduation. Each student is issued individual computers to support their learning agenda. Community members and organizations make multiple scholarships available to graduating students.

- b. Identify major trends you envision in your community during the next five years:
- **A village that welcomes new families to a community with old time family values.**
 - **A slight increase in opportunities for local employment with ideal location for commuting.**
 - **The small town charm will continue to attract new families as Michigan continues on its economic recovery.**
- c. List three or four problem areas confronting your community that members feel your church should address:
- **Working class that need a hand up**
 - **Empty store fronts downtown**
 - **Support for Senior Citizens**
- d. Indicate Mission Activities

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

Through various fundraisers we support the Community Resource Center and Manchester Family Services, both agencies helping those with economic needs. We also participate in CROP Walk and support the local cemetery board. Emanuel Church also provides space for weekly AA meetings and the Manchester Senior Citizens to meet and have a luncheon twice a week during the school year.

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

We would like the minister to be involved in church and community activities, and attend meetings as able.

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

Currently and historically Emanuel Church has opened their doors to the greater Manchester community. The building is used for meetings, events and activities such as Scouting, Civic organizations, Jazzercise, Alumni, Senior Meals, Red Cross, Alcoholics Anonymous.

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

_____ One
_____ Two
X _____ Three or more

The majority of children are drawn from the local school district with a very small minority from the neighboring towns.

CONGREGATIONAL LIFE

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

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

We have an immediate need to increase the active membership of the Church and Sunday School to support the church and its current programs and missions.

22. Planning

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

Planning and decisions are made by Church Council with support and input from other boards, committees and the congregation.

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

A strong spiritual leader that has the ability to work with Church Council, other committees and boards, as well as the congregation.

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

As a church we have not formally done this recently; however, we'd like to at some point in time.

- d. What were the outcomes of your intentional long-range planning? **N/A**

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

No, however, we'd be willing, as a church, with the spiritual leadership of our pastor.

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:
- **Building of Sanctuary 1882, change from German to English service 1917**
 - **Trips to Israel, 1997 and 1998**
 - **Continuous Live Nativity, 1976-2017**
 - **Celebrations of Church Milestones; 150th Anniversary of the Congregation, 2012**

- 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:

In the last three years, we have lost our youth programs at Emanuel. We have learned that the youth programs are an integral part of our church. If we don't have a youth program there is an important link missing in our church family.

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

Strengthen our church family, both youth and young adults, and broaden our spiritual lives through religious education and worship.

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

By being a well-rounded, open-minded individual who provides approachable spiritual guiding leadership to the congregation and community. An individual who has concern for the outreach and can make a connection with the inactive members.

- 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.
X	We tend to be theologically moderate to conservative.
	We tend to be theologically moderate.
	We tend to be theologically moderate to liberal.
	We tend to be theologically liberal.
	We tend to be quite diverse theologically.
	Other

Comments:

With the variety of people that make up our congregation there is varied thinking amongst the members. This has become valued over the years and our congregation has become more understanding and accepting.

- f. Describe the educational program of your church:

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

The Sunday School uses Spark curriculum. The Christian Education Board oversees the selection of the curriculum.

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

Our confirmation curriculum and format is at the discretion of the Minister.

Are there educational opportunities for all ages?

No, not at the present time. Over the years we have had various programs led by the Minister and Lay Leaders.

Does your church have a written Safe Church Policy?

 X 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:

We expect our minister to participate in the Sunday School Program, both the youth and adult education and direct the Confirmation class.

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

There is no formal evaluation process of the programs; this area needs developing.

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

We are a talented and giving, close knit, Church family, which supports its members and local community. We have well maintained church buildings, parsonage, and grounds that are the central hub of the community.

24. Indicate major boards, committees, small groups, and organizations that are a part of your church; the frequency of meetings (monthly, weekly, etc.); and expectations for leadership. For leadership role use: 1 = pastor takes primary initiative and responsibility; 2 = pastor and laity share responsibility; 3 = laity take primary initiative and responsibility; 4 = the pastor's presence is expected periodically/occasionally.

Board/Committee	Purpose	# Members	Frequency	Leadership
Church Council	The executive body of the church organization	12	Monthly	3, 4
Deacons	Responsible for spiritual life of the church	12	Monthly	3, 4
Missions	Responsible for the Church's outreach on all levels from local to international	9	Monthly	3, 4
Christian Education	Responsible for Christian Education of the church including Sunday School, Adult Education, Vacation Bible	9	Quarterly	3, 4

	School, Conformation, and Youth Fellowship			
Stewardship	Responsible for the financial welfare of the church	9	Quarterly	3, 4
Property Committee	Responsible for the maintenance and improvement of the physical property of the church	6	As required	3, 4
Music Committee	Responsible for promoting and providing for music	6	As required	3, 4
Gifts and Memorials	Responsible for receiving and recording gifts, memorials, and other treasures and makes recommendations for expenditures	6	As required	3, 4
Endowment	Responsible for managing endowment funds	5	As required	3, 4
Staff Relations	Responsible for building a bridge between the church staff and the congregation	6	As required	3, 4
Nominating	Responsible for finding qualified members to serve on boards and committees	6	As required	3, 4

Ongoing Small Groups	Purpose	# Members	Frequency	Leadership
Fellowship Group	Adult fellowship	All Church Members	As needed	3
Prayer Shawl Ministry	Create shawls for shut-ins and hospitalized	6-8	As needed	3
Historical Committee	Maintain and preserve history of the church	5	Quarterly	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.

<u>S</u>	As a church, we respect and listen to each other and work things through without generating divisiveness
<u>C</u>	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
<u>S</u>	Some have left our church because of conflict
<u>C</u>	Conflict hurts our sense of unity, but we tend not to talk about it
<u>S</u>	Painful experience with conflict has been present, but it has been worked through,

	and we have learned from the experience
C	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:

26. Worship

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

We have a traditional worship service (1) that is delivered on Sunday morning at 10:30am following our Sunday School hour. A Children's Sermon / Message is included in the Sunday Worship Service. Services are provided in English only. Communion is offered the first Sunday of each month and at Christmas (2) and Easter (2) services. During the summer, we do not hold Sunday School and church services are moved to 9:30am. Fellowship Time follows church services. Emanuel joins ecumenical services for Ash Wednesday, Lent, Good Friday and Thanksgiving. Emanuel is responsible for church services held at the Evangelical Home in Saline and Brooklyn Living Center each twice a year.

- b. Are your worship services or church gatherings sign language interpreted?

Yes No

Equipment for the hearing impaired is available.

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

Yes No

Comment

Emanuel currently does not have members with these needs.

- c. Identify how worship is planned on a regular basis in your church

By a worship committee

By the pastor

By the pastor in consultation with the church musician

Other – specify:

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

We value Biblical content that is applied to today's life styles and relates to present everyday life. Bringing God and Christ to us in a practical way with a clear purpose. Mixing in an upbeat energetic tone and yet remaining grounded while preaching Christian values.

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

Emanuel's pastor is the spiritual leader of the congregation. The Pastor works with the Board of Deacons for the overall/general planning of worship services, but the week to week planning of services is left to the minister and organist.

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

Chalice

g. Have you considered using another hymnal?

Not at the present time.

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? ***

Although our hymnal does contain some changes due to "inclusive language", our congregation has chosen to stay with the traditional format. In a survey of the congregation they chose 3 on a scale of 0-5 for how important is the issue of inclusive language to you? Zero meaning it's not important and five meaning it's extremely important.

WIDER CHURCH CONNECTIONS

27. United Church of Christ

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

In the summer our mother church, Bethel UCC, and Emanuel congregations gather to worship in each other's sanctuary. The dates and logistics are planned by the pastors of each congregation.

Do you send delegates to association and conference meetings?

Regularly _____ Occasionally X Never _____

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

Yes X No _____ Not Sure _____

Note: In the 1960's was the last time we sent a delegate or visitor to General Synod

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

Michigan United Church of Christ Conference – Participation expected occasionally.

- 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:

28. Ecumenical and Interfaith Activities

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

In the past three years, our church has participated in Good Friday and Thanksgiving ecumenical services, Lenten Breakfast, joint Vacation Bible School, Youth group participation in The Gathering, community wide Bible Studies, and The Crop Walk.

The congregation expects the leader you are now searching to participate in ecumenical and interfaith activities:

We expect our minister to participate in all community ecumenical services such as Good Friday and Thanksgiving. Note: The area clergy are close knit and meet weekly for Bible Study and reflection, which our congregation encourages our minister to participate in.

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:*

x	In general, our lay leaders have a history of strong, cooperative relationships with the church’s pastoral leadership.
x	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.
x	We have had some tough times and things did not always work out.
	Other. Specify:

Comment:

Reflecting back on our “strong, cooperative relationships,” we can see the importance of cooperation, adjustment, open communication, clear expectations and a collaborative team (pastor and church leadership). There is no “one” right way to accomplish a strong ministerial relationship but we recognize the importance of building one!

- 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
Rev. David Williams	2014	2017
Rev. Gary Kwiatek	2005	2011
Rev. Jeffrey Davis	2000	2003

- 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:

N/A

- 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:

Continuing Education Leave, we have also allowed the pastor to have some input on the distribution of total salary.

- e. Involuntary Terminations:

Have any of the last three persons serving in the position you are seeking to fill left involuntarily or under pressure?

 X Yes No: If “yes,” respond to the following:

- Choose all the issues that may have contributed to the involuntary termination. *You may check more than one or indicate "not applicable."*
 - conflict of personalities in the church
 - inadequate performance
 - pastoral style inappropriate for this church
 - ethical issues or issues of fitness for ministry
 - financial stresses
 - other. Specify:

Please see the comments in Section 29 a.

- 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 checked="" type="checkbox"/> Compassionate	<input checked="" type="checkbox"/> Supportive
<input checked="" type="checkbox"/> Harsh	<input checked="" type="checkbox"/> Indifferent
- Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:

Emanuel is a 155 year old church which values its tradition and heritage. However, through our recent experiences we have come to realize that changes are required to stay current and relevant in our community. This can only be accomplished through open communication and congregational involvement in all aspects of church life.

30. Does the church have a Pastoral Relations Committee?

Yes No

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

The Council, Board of Deacons and the Board of Christian Education appoint two persons from their membership yearly to serve on the staff relations committee. This committee is responsible for building a bridge between the staff and the congregation through mutual counsel and support. This committee regularly evaluates the effectiveness of the ordained pastoral staff and the support staff. They meet with each annually prior to the budget or as needed, and after a performance review will make salary recommendations to the Council / Board of Stewardship.

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

Yearly reviews of all staff are performed by the Staff Relations Committee with input received from ordained staff and boards (ie: Music Committee has input for the Organist, and Property Committee has input for the Custodial Staff and Security Staff).

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

Yes, through the review process with the Staff Relations Board.

32. Leadership Expectations

1. 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. Helps people develop their spiritual life	26. Works regularly in the development of stewardship growth
4. Helps people work together in solving problems	27. Is active in ecumenical relationships and encourages the church to participate
5. 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. 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. Encourages people to relate their faith to their daily lives
13. Is a good leader	36. 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. Is an effective administrator	40. Maintains confidentiality
18. 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. Has a strong commitment to the educational ministry of the church	43. Deals effectively with conflict
21. Is effective in working with adults	Add "others" if desired
22. Inspires a sense of confidence	44.
23. Works regularly at bringing new members into the church	45.

If there are other comments you wish to make about expectations, please provide on a separate sheet.
We feel as though an effective leader would embody all of these qualities in some form or strive to achieve them to the best of their ability.

GENERAL

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

Yes No

Comment: There is no written policy; however, as Christians, we respect the rights of all individuals.

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

Yes No

Comment: With the guidance of a full-time minister we feel our congregation may be ready to hear more about this 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:	Administrative Assistant	X	PT		FT
Title	Organist	X	PT		FT
Title	Custodian	X	PT		FT
Title	Building Security	X	PT		FT

Note: We want our minister involved with the staff; however, the minister does not provide direct supervision over staff.

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.	Pat Vailliencourt	734-385-6319	Friend, Village President
b.	Rev. Marcia Meabon	810-923-5087	Friend, Former Interim Minister at Emanuel
c.	Rev. Pete Harris	734-323-6201	Friend, Local pastor in Manchester

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

Search Committee and Church Council. The congregation was given the opportunity to review and give feedback to the search committee on the completed profile.

STATEMENT ON LEADERSHIP IN MINISTRY



EMANUEL UNITED CHURCH OF CHRIST MANCHESTER, MICHIGAN

Dear Prospective Pastor and Teacher

This letter is being written with a dual purpose: To provide an overview of Emanuel Church – her history, her present situation and her future aspirations – and to provide you, the applicant, with a prospectus – what we as a congregation are searching for in our next spiritual leader.

Emanuel Church was founded by German immigrants in the Village of Manchester in 1862. The thirteen “founders”- all male- ranged in age from 27 to 60. They held diverse occupations but shared a common goal – to preserve their heritage – their language and their customs through their religious institution.

The Founders and those who came after them were very diligent and systematic in their determination to give their church a successful future. The congregation grew steadily and by 1882, they had purchased an entire block on the main street of the village and erected a large brick house of worship befitting the largest congregation in the community.

As the 20th Century entered its second decade, this congregation of German immigrants was, in spite of itself, becoming Americanized. It became inevitable that German would be replaced by English as the language of the congregation and although the transition was at times difficult, it provided a pathway for diversity and future growth. By the late 1920’s the congregation opened its buildings to the community for use in multiple ways and continues to do so today.

From the 1920’s through the 1980’s Emanuel’s “core”¹ congregation remained stable. Beginning in the late 1980’s and continuing into the 21st Century Emanuel has experienced a decline in her

¹ Core congregation= members whose familial roots lie in Emanuel Church i.e., 2nd 3rd, 4th and 5th generation members.

core membership that has not been offset by an influx of new members. We need to reach out to our wider community to attract new members, revitalize our dormant membership and grow as a community of faith.

The congregation of Emanuel Church is searching for a Senior Pastor with strong leadership skills, a pastor who is able to work collaboratively with the church council, boards and committees and a pastor who will work ecumenically with other area churches as well as secular organizations. Above all we are searching for a pastor of deep faith and vision who will develop a strong bond with us as we move forward with our mission in our community and in our world.

In Christ,
Pastor Search Committee

Conference or Association
Descriptive Reference

Church Name:	Emanuel United Church of Christ
Location:	324 West Main Street, Manchester, MI 48158
Conference:	Michigan Conference
Association:	Covenant Association
Name of Staff Assisting in the Search:	Rev. S. C. Campbell Lovett
Staff Comments:	

Signature of Staff Assisting in the Search

Date