

**Church Information Form**  
*Second Congregational Church*

**Search Committee Information**

Date Posted: **4/23/2007**  
 Last Modified: 04/23/2007  
 Name of Chairperson: **James von Tesmar**  
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Number of Members on Search Committee: **14**

**Concerning the Vacancy**

- Position(s) Open:
- Senior Minister
  - Assistant Minister
  - Minister of Youth
  - Associate Minister
  - Director of Christian Education
  - Other:

This position is: **An existing position**

List duties of the position or a job description:

**Attract youth/young adults**  
**Develop youth/young adult programs**  
**Attract new membership in general**

Indicate any special training or certification required:

**Degreed pastor**

Indicate and special skills required:

**Communication skills**  
**Writing skills**  
**Organizational skills**

What does the church consider to be the most important attributes of a pastor?  
*(Indicate where you place your priority on each point)*

<b>PREACHING AND WORSHIP</b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Effectiveness as a worship leader		X		
Well organized sermon content		X		
Effective Delivery		X		

Effective use of Scripture in preaching		X		
Preaching which deals with personal issues			X	
Preaching which deals with social issues			X	
<b><u>PASTORAL CARE</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Ability to help people develop spiritual life		X		
Ability as a counselor		X		
Effectiveness in dealing with crises		X		
Maintains confidentiality	X			
<b><u>CHRISTIAN EDUCATION</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Commitment to education ministry		X		
Ability to teach		X		
Ability to train teachers		X		
<b><u>ADMINISTRATION</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Effective administrator		X		
Ability to work in team relationships		X		
Effective promotion of stewardship		X		
Effective recruitment of new members		X		
Skill in planning and leading programs		X		
Ability to recruit and promote lay leadership		X		
Ability to work with boards and committees		X		
Ability to supervise others		X		
Understanding of church finances		X		
<b><u>PERSONAL</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Personal integrity	X			
Maturity		X		
Sensitivity to others' feelings		X		
Ability to communicate personal faith		X		
Effective role model		X		
Ability to deal with conflict		X		
Leadership		X		
<b><u>GENERAL</u></b>	<b>Top</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Commitment to the Congregational Way		X		
Concern for Christian missions		X		
Creative Planning		X		

**Salary, Fringe Benefits**

**Salary**

Base Cash Salary:  
*(do not include value of  
parsonage or housing allowance)*

**Parsonage**

Is Parsonage Provided? **Yes**  
If no parsonage, what dollar allowance is made for housing?  
Fair rental value of parsonage: **7800**  
How far from church is the parsonage? **Next door**

**Additional allocations for the ministry:**

Moving Expenses: **Yes**  
Automobile Expenses:  
Professional Expenses:  
Parsonage Expenses: **Yes**  
Retirement Fund:  
Continuing Education:

Travel to conferences:  
 Hospital and Med. Insurance: **Yes**  
 Family Protection Plan:  
 Disability (Salary Continuance):

What policy do you have for reviewing the ministers' salary? **Annually**  
 Explain:

What is the length of vacation granted? **To be decided**

Do you make provision for study leave or for other continuing education on a regular basis?  
 Explain:

**Undecided**

Do you provide for sabbatical leave?  
 Explain:

**No**

**Local Church Programming**

Is your church a member of the NACCC? **Yes**  
 Is your church a member of a state association or fellowship? **No**  
 Which state association or fellowship?

**List the active boards, committees and organizations of your church:**

Name Of Group	Group Size	Purpose
<b>Cabinet</b>	<b>7</b>	<b>Over sight</b>
<b>Trustees</b>	<b>6</b>	<b>Finances</b>
<b>Diaconate</b>	<b>8</b>	<b>Church service/special event</b>
<b>Ruth Brink circle</b>	<b>16</b>	<b>Missions/Social</b>
<b>Men's Breakfast</b>	<b>8</b>	<b>Social</b>

**Total Number of Church Members**

Number of active members: **65**

Number of active families: **20**

**Number of members in each age category:**

Under 20	20-39	40-59	60+
<b>5</b>	<b>5</b>	<b>15</b>	<b>40</b>

**Average attendance**

*(Sunday worship):*

September to June:	<b>50</b>
June through August:	<b>40</b>

**Occupations**

*(what percentage of membership):*

Business	<b>some</b>
Clerical	<b>some</b>
Laborer	<b>some</b>
Professional	<b>some</b>
Homemaker	<b>some</b>

Skilled Trades	<b>some</b>
Farming	
Student	<b>some</b>
Retired	<b>most</b>
Other	

**Church School Numbers:**

Total enrollment of the church school: **0**  
Average attendance September to June: **0**  
Are church school classes held in summer? **No**

Curriculum being used:

**Education programs for adults:**

Type of program	Long/Short Term	Attendance
<b>Sunday School</b>	<b>Long Term</b>	<b>10</b>

List the five most significant and meaningful programs or events in your church in the last two years:

**Organized and sponsored the Amestad (slave ship) visit.**  
**FREE WHEELCHAIR MISSION fund raiser- \$250000**  
**FREE WHEELCHAIR MISSION fund raiser- \$50,000**

**Youth Organizations:**

Type	Age Group	Total enrollment	Average Attendance
<b>none</b>			

How many from your church have gone into full-time Christian vocations in the last ten years? **none**

**Theological Position of the Church**

On each of the following statements, choose one out of the three possible words that best identifies your congregation. *Most* for the majority, *Some* for a division or *Few* if it is a minority.

Most	Some	Few	
	X		All faiths have statements about God which are true.
X			Jesus was born of a virgin and is the expressed visible image of God.
X			Jesus is the fullest expression of God possible for human beings.
X			Religious beliefs relate to every facet of our lives.
	X		Religious should remain separate from secular affairs.
X			Salvation is possible only through Christ.
	X		God's salvation is available to all persons whether or not they are Christians.
	X		The Bible is without error and is inspired Word of God.
	X		The Bible should be interpreted in the light of modern scholarship.
	X		Satan is a real presence in the world today.

	X		Evil and suffering in the world are solely the result of human willfulness.
X			The true nature of God is expressed only through the Trinity - the Father, Son and Holy Ghost.
	X		The Holy Spirit is an active presence of God made known in Spiritual gifts, i.e. speaking in tongues, prophecy, etc.
X			Prayer has the power to change the world.
X			Prayer is the primary means of achieving enough strength to accept reality.
X			God speaks personally to us and directs out daily lives.
	X		Evolution and the Biblical account of creation are compatible with each other.

Thinking of the faith and religious beliefs of the majority of the members of your church, mark on the continuum the theological position of your church:

Conservative					X							Liberal
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Comments on the theological position of your church:

**We have none. We have so many different denominations here that there is not much common theology. See theology results**

Include a statement of the Theological and Biblical position which your committee feels would be representative of the church members.

**We believe that an oak needs God to become a tree.**

Your church covenant:

**Most do not know.  
Belief in the Holy Trinity  
Belief that the bible is the infallible word of God.**

### Buildings and Facilities

How old are your church buildings: **100**

Are they adequate? **Yes**

Are they in good repair? **Yes**

How many persons does the sanctuary seat? **200**

Briefly describe the church building (include information about educational and recreational facilities)

**Pastor study, Assitant Pastor study, office, lounge, Sacristy, half-kitchen, 10 class rooms, dining hall and full kitchen**

Is there a private study for the minister? **Yes**

Do you have any plans regarding the buildings? **Yes**

Explain:

**Expand parking.**

Does the church own the parsonage? **Yes**

How old is it? **45**

How many rooms? **8**

How many bathrooms? **2**

Is it in good repair? **Yes**

Briefly describe the parsonage:

Next door.

### Church Financial Data

#### Sources of income (past five years)

Year	Pledges and Contributions	Interest	Rentals and Fees	Other
2002	72000		7500	
2003	76000		6700	
2004	88000		7700	
2005	91000		7700	
2006	71000		17000	

Savings: 0  
Endowments: 200000  
What is your total operating budget? 60000  
Benevolence Budget? 0

Describe methods used to underwrite the budget:

**Tithes, offerings, gifts**

#### Expenses (past five years):

Year	NACCC General Fund	NACCC Other Funds	Other Benevolences	Operating Expenses	Cap. Exp. & Debt Retire
2002	98000				
2003	215000		(for Elevator)		
2004	106000				
2005	351000		(for Missions)		
2006	123000		(for Organ)		

List paid positions in your church:

Full Time	Part Time
	<b>Pastor</b>
	<b>Secretary</b>
	<b>Sexton</b>

### Community Information

Nature of community in which church is located: **Downtown**  
Population of town or city: **20000**  
Population of area served: **same**

Is your community growing in population? **No**

Is church membership gaining or losing in the community? **Losing**

Reasons:

**Death, moving, lack of children's education, lack of youth programing, apathy**

Other churches in the community (list representative ones):

**Most major denominations and others**

Church with the largest membership: **Catholic & Assembly of God**

Describe any situation existing in your church or community that might require particular skills on the part of the minister?

**Absence of youth and young people.  
church goers are aging.**

Briefly describe your public school system:

**Adequate**

Number of private schools in the area:

**2**

Percentage of the community student population in private school:

List the institution(s) of higher education in the area:

**Kent State University  
Lake Erie College  
Lakeland Community College**

List the important businesses and/or industries in the community:

**Molded Fiber Glass  
Ashtabula County Medical Center**

What are the factors that make your community desirable?

**Good people  
Lake Erie  
Covered Bridges  
Wineries**

List the chief problems facing your community:

**21% below poverty level  
Large Social Welfare System  
Housing- 50% Rentals  
Drugs, robberies, shootings, violence**

### Cooperation in Community and with Other Churches

Does your church share in fellowship through Association and Conference meetings?

**Yes**

Describe:

**Ashtabula County Council of Churches  
Ashtabula County Concert of Prayer**

What community groups meet in your church?

**TOPS- dieting group  
A Social Service Group**

To what extent do you expect your minister to cooperate with and take leadership in community activities:

**Do what is needed to attract new members and keep the ones we have.**

To what extent do you expect your minister to accept positions on National Association and/or local conferences and Association boards and committees?

**Undecided**

...in camping programs:

**Undecided**

Describe your relationship with churches of other denominations in your community, with councils of churches, and/or other interdenominational groups:

Active

### Goals of your Church

What definitive hopes and objectives does your congregation have for the next year:

**Grow our youth and young adult membership**  
**Grow membership in general**

...for the next five years

**The same**

Are your members ready to consider changes in their purpose and program to achieve these objectives:

**Yes**

Any other information you feel will be helpful: (Attach latest annual report and budget to the congregation, if available.)

**Constitution, Articles of Incorporation and Budget sent separately.**

### Conflict

Churches experience conflict at various times. Please identify your church's experience with conflict given the following possibilities. Indicate the extent to which each statement describes your church

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

### Relationship with Prior Leaders

**Characterize your church's experience with pastoral leaders over the last 10 years**

**Yes** We have had a solid relationship with persons involving pastoral leadership.

We have had some fairly rocky moments, but we have worked them through, and relationships with pastoral leaders have grown in significant and important ways.

We have had some tough times and things did not always work out.

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
<b>Glen warner</b>	<b>1997</b>	<b>6/2007</b>

Steve Swope		1997
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If a previous minister is currently a member of the church, describe his or her role in the life of the congregation:

**He is gone by June 1, 2007**

In addition to financial support, describe how your church supported the most recent person to hold the position you are now seeking to fill:

**Encouragement**

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

If yes, respond to the following:

Choose all of the issues that may have contributed to the termination:

- Conflict of personalities in the church
- Inadequate performance
- Pastoral style inappropriate for this church
- Other, Specify

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

**Yes** Civil

**Yes** Supportive

Harsh/Indifferent

Describe what your church has learned from the experience about itself and its relationship with persons who provided ministerial leadership:

Does the church have a pastoral relations committee? **No**

If there is a 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:

**None in place.**