

Sample Congregation

Settled Minister

Boston, Massachusetts | Sample Region

Anticipated Start Date: August 2019

Term: N/A

Percent Time: 100% Time

Minimum Salary + Housing:

Benefits:

About Sample Congregation

Contact Methods

Website: <http://www.uua.org>

Meeting Address

Same as Mailing Address

Mailing Address

UUA HQ
24 Farnsworth St
Boston, MA 02210

Congregation Life

Describe your Congregation and its culture:

Your Congregation's mission:

Describe and provide examples of how your Congregation lives its values:

Link to your Safe Congregation policy:

Worship service schedule:

Personnel

Name	Position	Paid Hours per Week	Year Started
Lickety Splitt	Administrator		2018
Pat D. Quiggley	Minister		2016
Asa Possa	Treasurer	Volunteer	2013

Congregation History

Provide your Congregation's founding history:

Date founded:

Describe important events in your Congregation's history:

Ministerial History

Start	End	Position	Name	Job Title
2016	Now	Called	Pat D. Quiggley	Minister
2013	2016	Called	Molly A. Seuss	Called Minister

Membership & Finances

The data for the table below comes directly from the UUA's annual congregational certification.

Year	Total Pledge Income	Total Operating Expenses	Membership	Youth Enrollment	Avg. Attendance
2019*	\$1,550	\$50	356	42	167
2018	\$1,550	\$113,998	350	40	160
2017	\$1,555	\$118,424	350		
2016	\$1,500	\$240,000	49	0	0
2015	\$450,000	\$230,000	93	0	72

Year	Total Pledge Income	Total Operating Expenses	Membership	Youth Enrollment	145 Avg. Attendance
2014	\$450,000	\$230,000	152	74	145
2013	\$450,000	\$200,000	150	75	102
2012	\$450,000	\$200,000	150	75	100
2011	\$200,000	\$200,000	85	99	77
2010	\$200,000	\$200,000	99	90	70
2009	\$87,654	\$98,765	80	60	70

The following notes and/or explanations have been offered by the congregation:

Year	Note/Explanation
2019	There is a typo in the Total Operating Expenses for 2019. We meant to write \$115,650. We've contacted UUA to correct in the official record.

Demographics

Accessibility

Is your Congregation's meeting space wheelchair accessible?

Does your Congregation provide assisted listening systems?

Resources & Programs

List the resources and programs your Congregation used or participated in during the past year:

Describe your religious educational programs:

Surrounding Community

Describe the character of the surrounding community, including population and demographics:

Describe how your Congregation is known/perceived by the larger community:

Describe your Congregation's religious, political, and social context from a historical and current perspective.

Questionnaire

Description of minister's role in relation to other paid staff

Primary areas of focus for the minister in this role

Desired strengths of the minister

Ongoing momentum we would like to continue

Programs and traditions we want to maintain

Participation of children in the worship service, and the frequency of inter-generational services

Traditional holiday services celebrated outside of Sunday morning

Status of the congregation as a Welcoming Congregation

Status of the congregation as a Green Sanctuary congregation

Other ways in which the congregation lives its values

Status of the congregation as an Honor Congregation

Lessons the congregation has learned about nurturing ministers and ministry

How the congregation has evaluated its ministry and its history with ministers

What cottage meetings and surveys tell about the congregation

The work that the minister(s) is expected to do on their own

The work that the congregation is expected to do on their own

The work of the congregation and minister(s) that is shared by both

Work of the congregation done by other staff

Description of a typical Sunday at the congregation, including a typical Sunday worship service

Religious education and exploration in the congregation for children, youth, and adults

How the congregation defines good preaching and worship

Things a prospective minister should know about the theologies of the congregation, including where to find inspiration, comfort, and conflict

Ways the congregation handles conflicted situations

Role of music and the arts in the life of the congregation

The governing structure of the congregation and how the minister is a part of this structure

How the work of the congregation happens

Recent successful work of the congregation

The work within the congregation which is slow, stuck, or not attended to

How money is raised within the congregation

The most recent capital campaigns in the congregation

Debt that the congregation has

How the congregation feels about its stewardship

Role of the minister(s) in stewardship

The ten largest pledges within the congregation

What a prospective minister should know about the building and grounds for the congregation

The condition of the buildings and grounds

Expectations of the congregation for a minister(s) around pastoral care / spiritual guidance / counseling / home and hospital visitation

Expectations the congregation has for a minister(s) around children and adult religious education

Expectations the congregation has for a minister(s) around community building / facilitation skills / coffee hour and social times

Expectations the congregation has for a minister(s) around committee / task force work

Expectations the congregation has for a minister(s) around leadership development

Expectations the congregation has for a minister(s) around membership and membership growth

Expectations the congregation has for a minister(s) around staff relations and supervision

Expectations the congregation has for a minister(s) around anti-oppression work / social justice / social action

Expectations the congregation has for a minister(s) around interfaith / community work

Expectations the congregation has for a minister(s) around denominational activities

Expectations the congregation has for a minister(s) around other areas not already addressed above

How trust is built between the congregation and the minister

Why people leave the congregation, and why new visitors do not return

Any expectations there might be about a minister's family and personal life

One mistake a minister could make that would seriously affect the ministry

Questions the congregation would have liked to have been asked which were not included here