IIII. Congregational Record

All congregations in search are asked to complete on line a Congregational Record for posting on a section of the UUA web site available only to ministers and UUA staff. To initiate, update, or edit your Congregational Record, go to http://www2.uua.org. Here is the information requested. Please note that the on-line form will permit your committee's responses to the open-ended questions to be as lengthy or brief as you choose.

Congregation name:_____
_____

Congregation city:_____ **State/Prov:**_____ **Web site address:**_____

Contact person: First name:_____ **M.I.:**____ **Last name:**_____
Title:_____

Mailing address:_____ **City:**_____
State/prov:____ **Zip/postal Code :**_____

E-mail address:_____ **Phone (home):**_____ **Phone (office):**_____

Please go to the Application section of the Ministerial Settlement System to complete the following information. It will appear in the spaces below.

S&H Offered:_____
Do the benefits and professional expenses provided for this position meet (or even exceed) the Transitions Office Compensation Guidelines update of March 1, 2007 or later?_____
For a description of how to qualify, see the Transitions Office publication, "The Settlement Handbook" online; *the S&H code for a congregation which does not qualify will receive an asterisk.*) **For an explanation of Salary plus Housing and the S&H letter codes, see the Compensation section of the Office of Church Staff Finances web page.**

Congregation size:_____ **Congregation Wage Rate Area:**_____ **S&H Code:**_____

If there is a range in the S&H, describe the objective, measurable criteria you will use in categorizing a potential candidate

High $_____ _____
Mid $_____ _____
Low $_____ _____

Position description
Title:_____ **Anticipated starting date:**_____

Full time/part time: Describe expectations of part-time minister:

Is the minister expected to occupy a parsonage? _____
If so, how much of the S&H is attributable to rental value? _____ **To utilities?** _____

Number of adult members_____ **Av. Sunday attendance**_____ **Children & youth enrollment** _____ **Av. children & youth attendance**_____
Total operating expenditures_____ **Total operating pledge income**_____ **Number of pledge units**_____

How many Sunday services? _____ **Others during the week?**_____ **How many months per year is the church at full operating capacity?** _____

Describe the character of the surrounding community:

UUA District_____ **District Executive** _____ **APF contribution**_____ **Fair Share? Y / N**

Ministerial Settlement Rep. _____ **Compensation Consultant**_____

Provide here your profile of the minister you seek (500 words recommended):

Provide your profile of your congregation (500 words recommended):

Congregational History
How and when was the congregation founded?

Note the three or four most important events in the congregation's history:

List, most recent first, all clergy who have served since 1950 and earlier ministers of great importance, and interim ministers since 1980:

Minister	Date Arrived	Date Departed	Reason for Departure

Current Clergy And Church Staff (include all paid staff and interim minister, if any):

Position to:	Supervised by/ (Y/N)	Is the staff member? (Y/N)	Date of Hire/Call	F/T or Hrs. per Week	Covered by... health a church plan? (Y/N)	member also retire't plan? (Y/N)	Annualized Compensation (S&H for clergy)	reports

Please complete Tables I-III quinquennially since 1975 and annually for the last five years.

Table I Membership, Attendance, and Pledging

Year Ending	Data Represents Church Year of x Months	Operating Pledge per Pledge Unit	Adult Members	Average Sunday Attendance	Children & Youth Enroll't	Average Children & Youth Attendance	No. of Pledge Units	Total Operating Pledges

Table II Sources of Operating Income

Year Income Ending 6))	Total Operating Pledges	Total Endowment Other Contributions	Fundraising Events	Endowment/ Investment Income	Building Rentals	Other Income	Total (sum of 1-6))

Table III Operating Expenses

Year	Building, Grounds Expenses	Total Minister's Minister's Total	Minister's (s') Benefits & Professional	Other Staff	Religious	Social Justice/	Debt	Other Current

Ending	& Utilities (s') S&H Expenses		Compensation	Education		Service	Service	Expenses
	(sum of 1-8)	Debt						

Explanation of any anomalies:

Current Congregational Life
Does the congregation have a mission--not a mission statement, but a glowing coal at its center--and if so, what is it?

Congregational Strengths: **Congregational Challenges:**

What congregational issues are likely to be most pressing within the next couple of years?

What congregational issues are likely to be most pressing over the next ten years?

What congregational issues may never be resolved?

To what degree does the congregation possess a dominant theology?

Describe the role of music and the arts in the life of the congregation:

Describe the religious education program for children, youth and adults:

Lay Leadership
In practice, are responsibilities for governance widely shared or confined among relatively few members? Give some examples:

Describe the process you used to complete this form:

Committees:
Name the committees that have recently had the greatest success.

Name the committees that have recently been most challenged.

Major Financial Support
List the dollar amounts of the ten largest operating pledges received in the most recently completed fiscal year

1.   **2.**   **3.**   **4.**
5.

6.   **7.**   **8.**   **9.**
          10.

Give the dates of the last two capital fund drives, and the funds raised (a) by contribution and (b) by debt.

What is the condition of the church buildings, and what funds may need to be raised in the future (note accessibility issues)?

Ministry

Describe the process by which the minister will be called:

Describe the process by which the Ministerial Search Committee (or its equivalent) was chosen:

Ministerial skills and enthusiasms most needed by the congregation:
4-Crucial   3-Significant   2-Modest   1-Of little consequence

(Note: use no numeral but "1" more than four times)

( )   Administration   ( )   Adult religious education   ( )   Children's religious education
          ( )   Committee work

( )   Community bldg.   ( )   Denominational activities   ( )   Facilitation
          ( )   Stewardship

( )   Home visitation   ( )   Hospital calling   ( )   Leadership
          ( )   Membership growth

( )   Music and liturgical arts   ( )   Personal counseling   ( )   Preaching
          ( )   Scholarship

( )   Social action   ( )   Spiritual guidance   ( )   Staff relations
          ( )   Worship

( )   Youth work   ( )   _____   ( ) _____
          ( ) _____

Assess the capacity of the congregation to exercise forbearance and nurture in assisting a minister's development:

What expectations, however silent, may there be about the minister's family and personal life?

Describe the worst mistake your new minister could make: