

MAINE CONFERENCE



Maine Conference
United Church of Christ

REQUEST FOR PASTORAL LEADERSHIP ~ SMALL CHURCH MINISTRY

Church Name: _____

Church Address: _____

Vacant Position: _____

Date of Vacancy: _____

Current Membership: _____

Membership 5 years ago: _____

Membership 10 years ago: _____

Average Weekly Worship Attendance: _____

Participating in Weekly Adult Education: _____

Participating in Youth Ministries: _____

Current Year Annual Church Budget: \$_____

Current Year Our Church's Wider Mission (OCWM): \$_____

Pledging Units: _____ Average Annual Pledge Amount: \$_____

What is the mission emphasis of this local church?

List examples of how your church is in relationship (covenant) with other local churches of the United Church of Christ and other churches in the area:

Participating in Association activities in the past year: _____

Participating in Maine Conference UCC activities in the past year: _____

Pastoral duties include (check all that apply):

- Lead and preach in the congregation's worship services
- Administer church business and oversee the church staff
- Work with the congregation's governing body and its program committees
- Oversee the preparation of worship bulletin and newsletter
- Visit members who are hospitalized, homebound, and nursing facility residents
- Conduct funerals for members and friends of the congregation
- Officiate at weddings for members and friends of the congregation
- Provide counseling and make appropriate referrals
- Teach confirmation/new member class for youths and adults
- Maintain a collegial relationship with the area clergy association

In addition to the above, what other expectations will the church have for your new pastor?

- 1.
- 2.
- 3.

What are the church's goals for the next three years?

- 1.
- 2.
- 3.

Is there unresolved conflict in the church? _____ Yes _____ No

Rate the level of conflict in the church (Low 1, 2, 3, 4, 5, High) _____

Do you perceive that your previous pastor was a contributor to the conflict? _____ Yes _____ No

If yes, please explain:

What are the perceived issues in your congregation now?

COMPENSATION OFFERED

Please Note:

The compensation package offered to the new minister is typically no less than that of the most recent settled pastor.

1) SALARY AND HOUSING

- a) Cash Salary: \$_____
- b) Housing Allowance: \$_____
- Or value of parsonage (30% of cash salary): \$_____

2) **BENEFITS**

- a) Annuity UCC Pension Plan (14% of Salary & Housing): \$_____
- b) Social Security Allowance (Salary and Housing x 7.65%): \$_____
- c) Life Insurance & Disability Income Plan (Salary and Housing x 1.5%): \$_____
- d) Health & Dental Insurance (UCC rate): \$_____
- _____ Individual _____ Family
- e) Vacation: _____ weeks
- f) Continuing Education/Study Leave: _____ weeks
- g) Sabbatical Leave: _____ months after _____ years
- h) Other: _____

3) **REIMBURSEMENT FOR CHURCH RELATED EXPENSES**

- a) Mileage (Current IRS rate): \$_____
- b) Cell phone & Internet: \$_____
- c) Conferences/Meetings: \$_____
- d) Other Church Related Expenses: \$_____
- e) Criminal Background Check: \$160.00

TOTAL COMPENSATION PACKAGE FOR PASTORAL SERVICES: \$_____

The position is considered:

_____ Full time

_____ Part-time (specify # Hours per week: _____ or # Units per week: _____)

_____ The compensation is within the Maine Conference Clergy Compensation Guidelines.

_____ A Pastoral Relations Committee will be established to regularly support the new minister.

_____ A formal review and evaluation of the ministry will be conducted at _____ months.

_____ Termination by either party with at least _____ day's written notice.

Who will screen/select pastoral candidates? _____

Person(s) preparing this request: _____

Date prepared: _____

Return form to:

Maine Conference UCC

337 State Street, Suite 3

Augusta, Maine 04330-6122

Phone: 207-622-3100

E-mail: searchandcall@maineucc.org

[The information contained in this form will be shared with potential pastoral candidates]