

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

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

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		Average		Average Children		No. of Pledge Units	Total Operating Pledges
	Church Year	Operating Adult Members	Sunday Attendance	& Youth	& Youth			

Table II Sources of Operating Income

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

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Adult religious education | <input type="checkbox"/> Children's religious education |
| <input type="checkbox"/> Committee work | | |
| <input type="checkbox"/> Community bldg. | <input type="checkbox"/> Denominational activities | <input type="checkbox"/> Facilitation |
| <input type="checkbox"/> Stewardship | | |
| <input type="checkbox"/> Home visitation | <input type="checkbox"/> Hospital calling | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Membership growth | | |
| <input type="checkbox"/> Music and liturgical arts | <input type="checkbox"/> Personal counseling | <input type="checkbox"/> Preaching |
| <input type="checkbox"/> Scholarship | | |
| <input type="checkbox"/> Social action | <input type="checkbox"/> Spiritual guidance | <input type="checkbox"/> Staff relations |
| <input type="checkbox"/> Worship | | |
| <input type="checkbox"/> Youth work | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | | |

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: