

First Congregational Church of Evanston
Evanston, Illinois
Founded 1869



Church Profile
June 2007

First Congregational Church of Evanston

Church Profile

June 2007

Page 2

I. Introduction

- a. Mission Statement
- b. Search Overview

II. The Church

- a. Description of Congregation
- b. Church Worship
- c. Church Ministries
- d. Church Strengths
- e. Church Leadership
- f. Church Staff
- g. Church Facilities
- h. Church Finances

III. The Community

IV. The Position

- a. Pastoral Ministry Needs
- b. Senior Minister Job Description
- c. Pastoral Compensation Policy

V. The Search Process

Appendix A - FCCE Demographics

Appendix B - FCCE Attendance

Appendix C - FCCE Theological Survey

Appendix D - FCCE Ministry Organizational Chart

Appendix E - FCCE Ministry Team Descriptions

Appendix F - Staff Responsibilities and Relationships

Appendix G - FCCE Goals

First Congregational Church of Evanston

Church Profile

June 2007

Page 3

I. Introduction

Mission Statement

As members of First Congregational Church of Evanston, we are on a spiritual journey. We strive to be an inclusive congregation. We welcome all faith experiences, all family types and all racial and ethnic backgrounds.

We are challenged by the Gospel to grow in our understanding of what the Biblical Word means for Christian life today, to nurture one another, and to be engaged in our community and the world.

By God's grace and guided by the Holy Spirit, we commit ourselves, our resources, and our time to Jesus Christ through this congregation.

Search Overview

After a fourteen-year faithful pastoral commitment to The First Congregational Church of Evanston, Rev. Ted E. Miller departed in February of 2006 to serve another congregation out of state. The First Congregational Church community was drawn to Rev. Miller's intellectually stimulating weekly sermons and thoughtful preaching style. His commitment and unwavering dedication to the church bound together this community of faith.

Upon Rev. Miller's departure, The First Congregational Church of Evanston used the interim period to work on defining who it is and defining future goals. In August 2006, "The Transition Team" was formed with the dual mission of:

1. Investigating the opinions of as many members of the Congregation as possible on the characteristics that define us as a faith community and
2. Developing a set of recommended goals for Church action.

The Team focused its attention on the strengths, weaknesses, mission and aspirations of the congregation and formalized these findings in a "Transition Team Final Report". The outcome of outlining specific goals was established in the report and the congregation affirmed these Goals during the annual meeting of January 28, 2007. (Reference Appendix H for the stated goals.)

First Congregational Church sees this period as an exciting time in the life of the church and is looking for a pastor who has a strong passion to be part of its future.

First Congregational Church of Evanston

Church Profile

June 2007

Page 4

II. The Church

The First Congregational Church of Evanston was founded in 1869 and from its inception; it has served the Evanston community. From its beginning, it has strived to be a place where faith, freedom and fellowship are valued. A formal statement of belief as a condition of membership is not required, but rather a sincere Christian conviction and honest desire to be together in community as followers of Jesus Christ is what unites the church body. Over the years, pastors have come to First Congregational from a variety of Christian church backgrounds.

Description of Congregation

First Congregational Church of Evanston is a community of worshipers with diverse theological views. Most Congregants were raised with different faith experiences, but a few adult members grew up in this church or were brought up in Congregational churches elsewhere in the United States. The congregation reflects a group of highly educated and many creative individuals with multiple talents and interests. Most members can be described as educated, Caucasian and empty nesters. However, there are members that fall into just about every demographic category. Many of the congregants are involved in service, the arts and professional endeavors. (See demographic information in Appendix A).

The church has a long history, dating back more than 100 years. The sanctuary was built to seat several hundred parishioners, and for many decades, church membership filled the pews. While membership has fallen over the long history of the church, pledging units have remained stable over the last ten years. Though the church is aging, the number of younger families is growing and there are more families in the Sunday school than there were 20-30 years ago. (Reference Appendix B for church attendance breakdown)

An examination of The Church Theological Survey (Appendix C) shows that First Congregational Church of Evanston is, like many Congregational churches, a community that is home to a wide range of views and opinions. While many members' views lean towards a more progressive theology, other members have different views. Diverse theological views are welcomed among the membership.

Church Worship

Worship includes one service at 10:00 a.m. on Sunday morning with Communion served on the first Sunday of each month. A traditional worship format is reflected in the service and the selection of hymns. Within the service, lay leadership provides the Call to Worship and the Scripture Reading. The attendance at service averages 110 and reflects a mixture of ages. Young children begin in service with their families and then

First Congregational Church of Evanston

Church Profile

June 2007

Page 5

leave after the Disciple Dialogue to join their peers in Sunday School. Sunday School for children and youth runs concurrent with the service.

The message of the sermon and the selected music are carefully interwoven for each service. The Chancel Choir of First Congregational Church reflects an incredible wealth of talent and includes many professional musicians. The choir is made up of approximately 25 individuals, including four compensated section leaders. Typically, either the piano or the organ accompanies the choir, with brass and string instruments for special occasions. During the summer months, the choir breaks and solo performances are highlighted.

Special services held during the year includes a Children's and Youth Christmas Dinner Theater Pageant, a Christmas Eve Family Service, a Christmas Eve Midnight Candlelight Service, Maundy Thursday evening service, Easter Service, Summer Outdoor Worship Service, and a Children & Youth Led Worship Service.

Church Ministries

First Congregational Church of Evanston is committed to its music, its educational program, its congregational care and its outreach.

Music

An excellent music program is a great gift of First Congregational Church as it nourishes its members each week. The sanctuary houses a 1927 Skinner pipe organ, still in original condition and performing beautifully. In addition to the wealth of music during the weekly worship service, periodic Sunday afternoon recitals featuring gifted musical artists are offered throughout the year. Recent performances have included the Robinson piano recitals, early music performed by "Ars Musica Chicago," music for trumpet and organ, and opera hits performed by the Chancel Choir professional quartet.

Christian Education

The Sunday School calendar follows the Evanston public school calendar and runs from September through May. A week of Vacation Bible School culminates the Sunday School year. Sunday School classes are currently divided into grades Pre-K/K, 1-3, 4-5, 6-8, and 9-12. For grades Pre-K – 8 Sunday School teachers are members of the church. For grades, 9-12 a paid part-time youth director leads the high school youth group every Sunday morning.

Periodic Adult Education forums follow Worship service on topics of interest to the congregation. The forums are led by either laity or speakers brought in from the outside. This year during Lent, a member of the staff of The Art Institute of Chicago lectured on the treatment of the Passion in art of the centuries.

First Congregational Church of Evanston

Church Profile

June 2007

Page 6

During Lent, the Senior Pastor leads a Wednesday evening study series on topics of interest. Past studies have included the study of Handel's Messiah and the study of Faith and Film.

Congregational Care and Outreach

Through our benevolence fund, we support various community service agencies. In addition, we are actively involved in the following outreach programs:

- Warming Center - volunteers staff this center for the homeless, which is hosted weekly by our church from November to April.
- Shelter Dinners - volunteers from our church prepare and serve meals monthly to a local homeless shelter.
- Meals at Home - volunteers from our church provide meals to homebound in the community.

First Congregational Church also has opportunities for involvement within the church. These include:

- Church School - members of our church serve as church schoolteachers, and are given training and curriculum tools to assist them.
- Pastoral Visitors - members of our church call upon home bound elderly in a program coordinated by the Church Life Team.
- Volunteer Work Groups - periodic work groups assist with garden maintenance and building maintenance projects, such as painting and spring-cleaning.
- Rummage Sale - volunteers run our annual rummage sale, which supports our benevolence programs.
- Sunday Fellowship / Coffee Hour- volunteers host this weekly tradition.

Church Strengths

First Congregational Church of Evanston is a congregation that values intellectually challenging sermons, its strong music program and its vibrant Sunday School. The music and education programs would not be possible without the dedicated staff and volunteers that make them happen. The congregation also values its physical plant, and is continually finding new ways to make use of the space.

Church committees over the years have spent a lot of time and effort getting input from the congregation on perceptions of values and strengths. Sunday services and Sunday School is the basis of intellectual and spiritual growth from which members find the energy to give of themselves for the rest of the week, whether church related or not. Sunday activities are the primary reasons people value and attend the church.

First Congregational Church of Evanston

Church Profile

June 2007

Page 7

The church is full of congregants with multiple talents and interests. Some value mission and outreach work, and work tirelessly to make these events happen. Other congregants work hard on fundraising efforts and events such as the rummage sale, Cinco de Mayo Dinner and pizza sale. These fundraising events are also fellowship opportunities valued by the congregation.

Additionally, fellowship and intergenerational activities, as well as adult education are highly valued in the church. The congregation recognizes the importance of these activities with respect to continued growth. Recent events with the best attendance (100+) have been Rally Day, which occurs each fall immediately after a worship service and the Christmas Pageant and dinner. The Rummage Sale also brings significant numbers of people from the community into our Church House each year, as well as a high level of participation by our volunteers.

Church Leadership

The Ministry Council guides the programs and operations of the church, which is the senior governing body of the Church. The Council works with the congregation, the Church staff and the ministry teams to advance the mission of the church, facilitate its programs and activities, and achieve its goals. The Council is also responsible for articulating church policies and procedures for the benefit of the congregation as a whole.

The pastor reports to The Ministry Council and attends all Council meetings providing spiritual and administrative guidance and input.

The five Ministry Teams are The Membership Team, The Music and Worship Team, The Outreach Team, The Christian Education and Formation Team, and The Development and Finance Team.

Additionally, four committees are a part of the overall structural organization of the church; they are The Human Resources Committee, The Pastoral Advisory Committee, The Nominating Committee and The Communications Committee. (Reference Appendix D for a diagram FCCE's Ministry Organizational Chart and Appendix E for Ministry Team and Committee descriptions).

Church Staff

The First Congregational Church of Evanston is fortunate to have the talent and expertise of its staff. The Senior Minister provides supervision for the following staff positions at

FCCE; Director of Christian Education (part-time), Director of Music (part-time), Office Manager (full-time) and Custodian (part-time). A Sr. High Youth Director and a Youth Choir Director (both part-time) are also part of the staff and report to the Director of Christian Education. (Reference Appendix F for further descriptions of staff responsibilities and relationships)

First Congregational Church of Evanston

Church Profile

June 2007

Page 8

While serving as the Head of Staff, FCCE sees the role of the Senior Pastor as a strong leader who will work well together with the rest of the staff to create a dynamic team. It is through the strength of the team that care, support, inspiration and teaching can benefit the entire community.

Church Facilities

First Congregational Church of Evanston is located in the heart of Evanston. Northwestern University is located a few blocks north and Lake Michigan is located three blocks to the east. The sanctuary building fronts a large community park that is also bordered by two other neighboring churches. The church itself is comprised of two separate buildings; the Sanctuary and the Church House. The two buildings are separated by three private residences.

The Sanctuary Building

This building was constructed in 1927 and was designed by the noted architectural firm Tallmadge and Watson. Tallmadge was asked by the church leaders to design a church edifice and church house 'reminiscent of those churches where the Congregational Church in America had been born' and thus became the first Georgian church in Evanston. The Sanctuary Building houses the sanctuary, the chapel, a minister's room, a small parlor, the nursery and a fellowship hall that includes a small service kitchen. A Memorial Garden sits directly south of the building. The overall building has the capacity to seat 500 within the Sanctuary and seat 75 within the Chapel. The Sanctuary space is noted for its architectural detailing, its large arched windows along the side aisles, an incredible feeling of light, subtle paint tones and a 1927 EM Skinner pipe organ.

The Church House

This building houses the administrative offices, Sunday school classrooms, multiple parlors (for gatherings and meeting spaces), and a gym/auditorium space with an adjacent stage, a dining room and a full-size catering kitchen. A garden and off-street parking sit behind the main building.

First Congregational Church of Evanston

Church Profile

June 2007

Page 9

Church Finances

The Church has no debt and both buildings are owned outright. In addition, the Church has an endowment of approximately \$1.7 million, but only a small portion of it is unrestricted. The Church has a long-standing policy of withdrawing no more than 7% of this unrestricted fund each year to contribute to its operations, but for the last 5 years, the amount withdrawn has exceeded that percentage.

For 2007, the annual budget of the First Congregational Church of Evanston for all expenses is \$469,735. The Church received \$270,000 in pledge income and special offerings in 2006. The remainder of the income for 2006 came from property usage (\$36,000), other gifts and fundraising (\$50,000) and the endowment (\$82,000).

The Church has implemented several expense reduction procedures in recent years, in addition to expanding property rentals to gain more income. The church is working on a long-term strategic financial plan in order to meet budget goals for the future.

First Congregational Church of Evanston

Church Profile

June 2007

Page 10

III. The Community

Evanston is a city on Lake Michigan just directly north of Chicago, Illinois. The city was first settled in 1836 and as of the year 2000, the city had a total population of approximately 75,000.

Evanston is a diverse and highly educated town (Appendix F), with Northwestern University contributing to the intellectual fabric of the community. Children of all socio-economic groups, races and religions benefit from the excellent school system. The district has a single high school, Evanston Township High School, with a multitude of primary and middle schools feeding into the high school. In addition to public schools, there is a variety of private primary schools in or near Evanston.

Evanston is an incredible community, a suburban location sitting on the lake, culturally rich and directly connected to Chicago.

Evanston links:

www.cityofevanston.org

www.evanstonillinois.net

http://en.wikipedia.org/wiki/Evanston_Illinois

<http://www.city-data.com/city/Evanston-Illinois.html>

<http://www.cityofevanston.org/about/demographics.shtml>

<http://www.cityofevanston.org/about/pdf/DemographicProfile.pdf>

<http://www.lwve.org/bookthisisevanston.html>

First Congregational Church of Evanston

Church Profile

June 2007

Page 11

IV. The Position

Pastoral Ministry Needs

First Congregational Church is looking for a man or woman of great mind, spirit and faith in God who can minister to the congregation and encourage others to relate faith to their daily lives. First Congregational Church of Evanston has identified effective preaching, strong leadership, working well with committees and staff, working well with children and youth and financial administrative knowledge as the most desirable characteristics for a new minister. Personal characteristics include being compassionate and caring, mature and emotionally secure and accepting of people with divergent views.

The position requires an ordained minister with a Master of Divinity degree with advanced study strongly preferred. The most qualified candidate will have ministerial experience; though will not necessarily have served previously as a Senior Pastor. The primary criterion for selection will be strong preaching that is thought provoking, communicated clearly, and relevant to the daily lives of congregation members.

Through the work of The Transition Team, a series of goals have been identified as next steps for the congregation. FCCE is calling upon a minister who can lead the process of prioritizing, providing guidance and helping us act upon the goals and implement the vision, they represent.

Senior Minister Job Description

The following outlines the general responsibilities as expected of the Senior Minister. The Senior Minister is:

- I. Responsible for all worship in the life of the church. The Senior Pastor:
 - a. Prepares and delivers a sermon each week as part of Sunday morning worship
 - b. Administers the sacraments of Communion and Baptism;
 - c. Determines worship themes, music, hymns and prayers in consultation with the Director of Music;
 - d. Officiates at all Funerals or Memorial Services held in the church and counsels the bereaved.
 - e. Presides at all weddings held in the church and provides premarital counseling.

First Congregational Church of Evanston

Church Profile

June 2007

Page 12

- II. Provide pastoral care and support for membership. The Senior Pastor:
 - a. Calls and counsels with members not able to attend church due to illness, age, or other problems;
 - b. makes regular visits to hospitals and nursing homes;
 - c. Contacts visitors to the church and is the primary recruiter for new members (evangelist).
 - d. Periodically teaches Bible Study or courses for laypersons, the Confirmation Class and children.
 - e. Represents FCCE in various civic and ecumenical organizations in Evanston and the broader metropolitan area.
 - f. Engages in continuing education to stay current with issues of the church, community and world.

- III. Head of Staff responsible for supervision of all church staff, including:
 - a. Responsibility for decisions about hiring and termination of church employees;
 - b. Responsibility for all programs of the church including Music and Education;
 - c. Oversight of the church the budget and the everyday operations of the church and its buildings;
 - d. Responsibility for final decisions about building use.

- IV. Provides staff support to the Boards and Committees of the church. The Senior Pastor:
 - a. Meets regularly with Church Moderator, Church Treasurer, Chairs of the Membership Team, Christian Education and Formation Team, Worship and Music Team, Finance and Development Team, Stewardship Committee, Outreach Team Committee and others as needed to plan and coordinate activities in the life of the church;
 - b. Staffs committees and boards as needed for special events and program planning.

First Congregational Church of Evanston

Church Profile

June 2007

Page 13

Senior Pastor Compensation Policy

A cash salary and benefits will be offered commensurate with qualifications and experience. The Finance and Development Team manage pastoral compensation. The pastoral compensation package is built through an apportionment of salary and benefits in the following categories:

- Salary
- Housing
- Car Allowance
- Pension
- Dental Insurance
- Continuing Education
- NACCC Meeting Allowance
- Health Insurance
- Pastoral Care Expenses (Pastor's Discretionary Fund)

Specific amounts for each category of the compensation package will be assigned to the proposed compensation package after negotiation with the minister when a call is issued. First Congregational Church of Evanston does not own a parsonage, and is agreeable to the idea of the pastor owning his or her own home.

First Congregational Church of Evanston

Church Profile

June 2007

Page 14

IV. The Search Process

First Congregational Church of Evanston's Pastoral Search Committee is charged with leading the process for the search for our new minister. The members were elected through a vote of the full congregation at a church meeting in January 2007. The members represent a wide cross section of the church body including different ages, perspectives and backgrounds.

All interested applicants should forward their resume and any questions pertaining to the position to the following email address - fcce_search@ameritech.net. This email address has been set up specifically for the committee's use. Alternately, resumes can be mailed to the attention of Alan Cabbage, Search Committee Chair, The First Congregational Church of Evanston, 1417 Hinman, Evanston IL 60201. In addition to your resume, please also include if able any links to audio/video, mp3, blogs or websites that will help us in assessing your qualifications. All resumes will be reviewed and the committee will respond to all candidates. All candidates should know that complete confidentiality is foremost. All committee members are reminded of this at the bi-weekly meeting and will insure that confidentiality remains through the process.

The church is committed to finding the best candidate that God has called for this mission. As a congregation, we pray for the best candidate to lead us to do God's work and continue on our spiritual journey. We ask all interested candidates to consider this an exciting opportunity to join a congregation committed to its people, the community of Evanston and the world.

First Congregational Church of Evanston

Church Profile

June 2007

Page 15

Appendix A – FCCE Demographics

Out of 150 surveys forwarded during March of 2007, 84 surveys were returned representing a 56% response of the entire congregation. The data below represents demographic information obtained during this survey process. While indicative of the makeup of the church, it should not be considered a definitive profile of the congregation.

Demographic Survey Results					
%	#	1. Age:	%	#	5. Occupation:
2%	2	Age 0 – 5	24%	19	Business
10%	10	Age 6-18	3%	2	Clerical
7%	7	Age 19-34	1%	1	Laborer/manufacturing
21%	21	Age 35-49			Service Profession: Consumer or
26%	26	Age 50-64	54%	43	business, medical, teaching, or creative
15%	15	Age 65-74	1%	1	field
20%	20	Age 75 +	0%	0	Student
	89	TOTAL (19 - 75+)	16%	13	Tradesperson
				79	Other
					TOTAL
%	#	2. Family units:	%	#	6. Employment:
23%	15	Couple with children at home	40%	34	Employed
42%	28	Couple w/o children at home	13%	11	Self Employer
11%	7	Single	3%	3	Not currently employed
6%	4	Single parent, children at home	8%	7	Part time employed
12%	8	Widowed	1%	1	At-home parent
6%	4	Divorced, no children at home	34%	29	Retired
	66	TOTAL	1%	1	Student
				86	
%	#	3. Educ. level of adults:	%	#	7. Household Income:
1%	1	Completed less than high school	5%	3	Up to \$29,000/year
2%	2	High school graduate	18%	11	\$30,000 - \$59,000/year
7%	6	Some College/vocational school	23%	14	\$60,000 - \$89,000/year
34%	29	College graduates	15%	9	\$90,000 - \$119,000/year
54%	46	Graduate School (MA, PhD, etc.)	40%	25	Over \$120,000/year
1%	1	Attending School		62	TOTAL
	85	TOTAL			

First Congregational Church of Evanston

Church Profile

June 2007

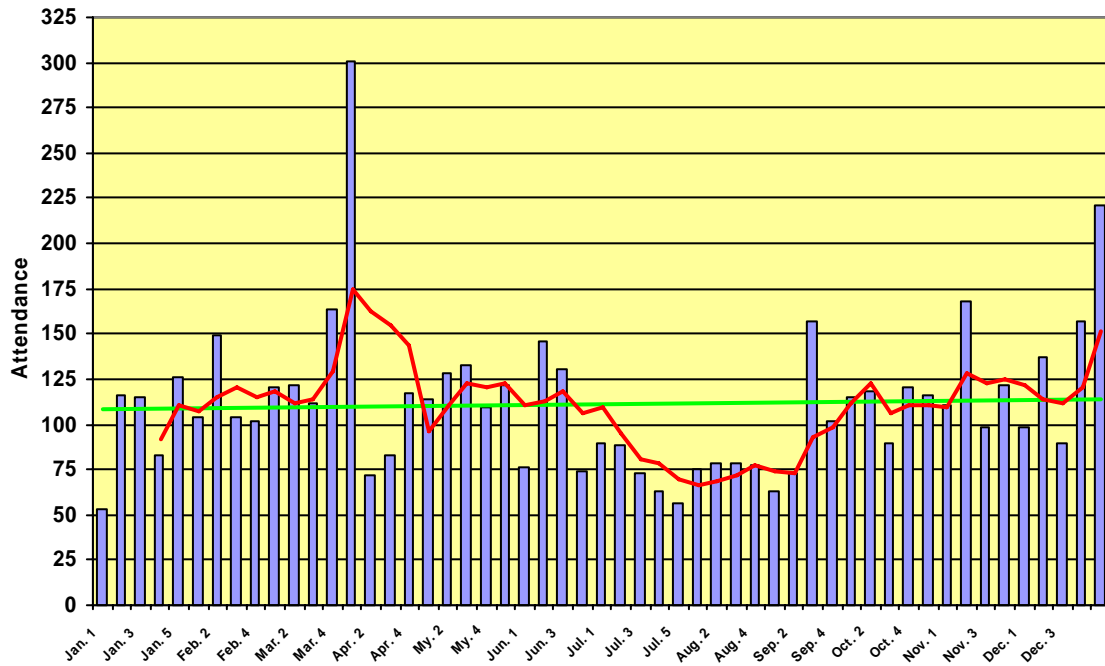
Page 16

Demographic Survey Results – Continued

	#	4. Place of residence:	
77%	51	Evanston	
2%	1	Chicago	
9%	6		Other Did not state town
9%	6	Wilmette	
		Winnetka	
2%	1	Skokie	
2%	1	Glenview/Golf	
	66	TOTAL	

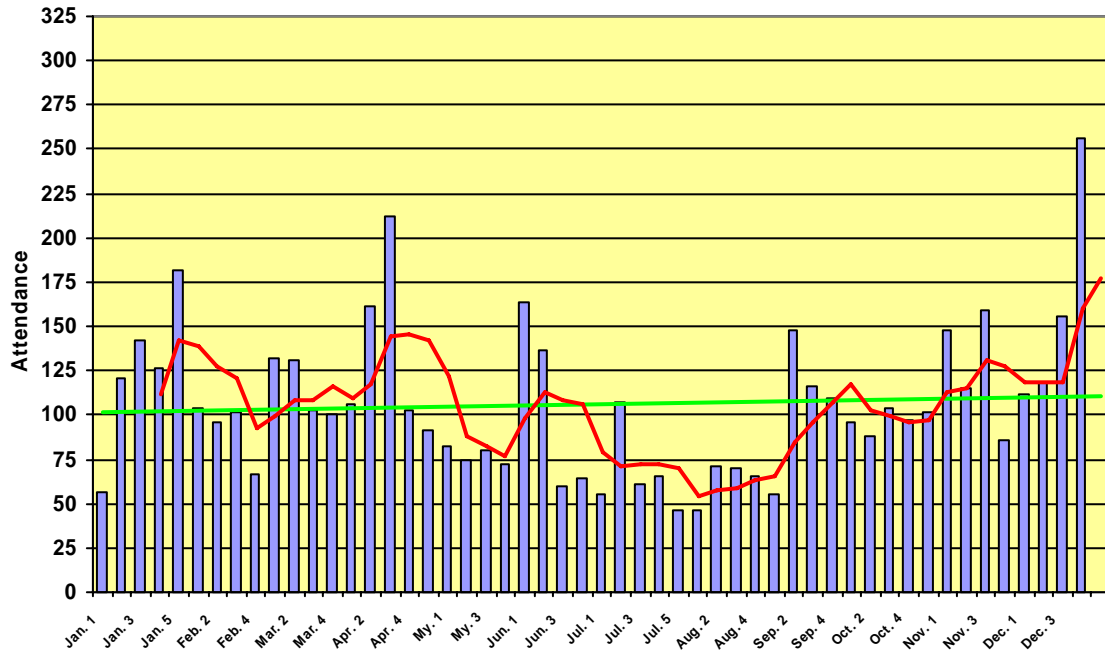
Appendix B – FCCE Attendance 2005

First Congregational Church of Evanston - Worship Attendance 2005



Appendix B – FCCE Attendance 2006

First Congregational Church of Evanston - Worship Attendance 2006



First Congregational Church of Evanston

Church Profile

June 2007

Page 19

Appendix C – FCCE Theological Survey

Theological Survey Results							
		Strongly Disagree			Strongly Agree		
		1	2	3	4	5	Totals
1	All faiths have valid beliefs.	4	5	12	17	41	79
	Avg for question	5.1%	6.3%	15.2%	21.5%	51.9%	100.0%
2	Jesus was born of a virgin.	17	15	18	8	17	75
	Avg for question	22.7%	20.0%	24.0%	10.7%	22.7%	100.0%
3	Jesus was the son of God in human form.	11	8	15	14	31	79
	Avg for question	13.9%	10.1%	19.0%	17.7%	39.2%	100.0%
4	Religious beliefs guide every facet of my life.	6	14	29	21	9	79
	Avg for question	7.6%	17.7%	36.7%	26.6%	11.4%	100.0%
5	God speaks personally to me.	20	17	21	16	8	82
	Avg for question	24.4%	20.7%	25.6%	19.5%	9.8%	100.0%
6	God directs our daily lives.	19	14	20	19	9	81
	Avg for question	23.5%	17.3%	24.7%	23.5%	11.1%	100.0%
7	Religious beliefs should remain separate from secular affairs.	8	14	19	16	23	80
	Avg for question	10.0%	17.5%	23.8%	20.0%	28.8%	100.0%
8	Salvation is possible only through Christ.	34	14	16	7	9	80
	Avg for question	42.5%	17.5%	20.0%	8.8%	11.3%	100.0%
9	The Bible is without error.	47	15	12	6	0	80
	Avg for question	58.8%	18.8%	15.0%	7.5%	0.0%	100.0%
10	The Bible is the inspired Word of God	12	14	18	21	23	88
	Avg for question	13.6%	15.9%	20.5%	23.9%	26.1%	100.0%

First Congregational Church of Evanston

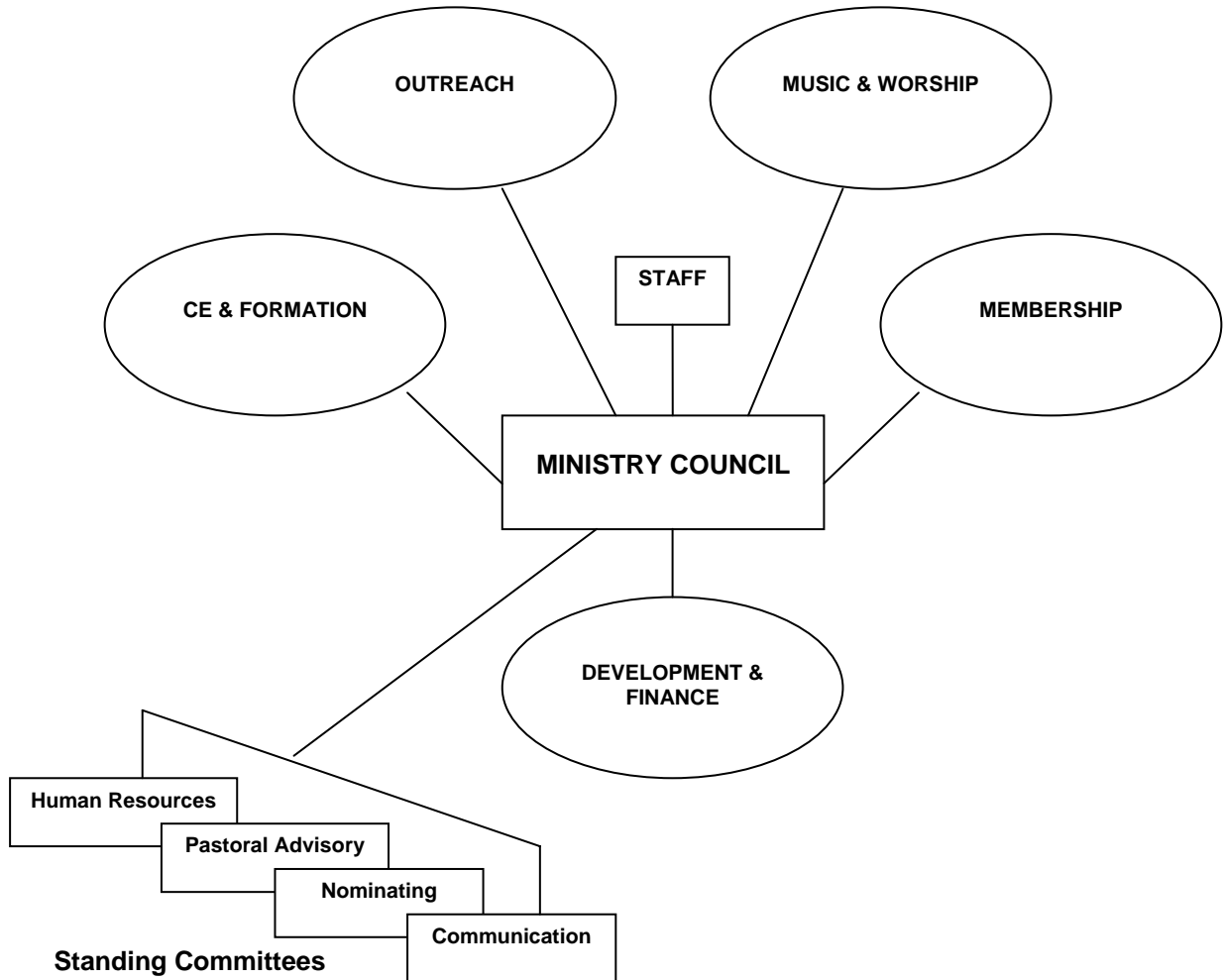
Church Profile

June 2007

Page 20

		Strongly Disagree				Strongly Agree	
11	The Bible should be interpreted in the light of modern scholarship.	0	2	7	28	44	81
	Avg for question	0.0%	2.5%	8.6%	34.6%	54.3%	100.0%
12	For a Christian, the true nature of God is expressed through the Trinity - Father, Son and Holy Ghost.	9	9	21	21	20	80
	Avg for question	11.3%	11.3%	26.3%	26.3%	25.0%	100.0%
13	The Holy Spirit is an active presence of God, evidenced in Spiritual gifts.	4	3	15	34	23	79
	Avg for question	5.1%	3.8%	19.0%	43.0%	29.1%	100.0%
14	Prayer has the power to change the world.	11	5	17	27	20	80
	Avg for question	13.8%	6.3%	21.3%	33.8%	25.0%	100.0%
15	For me, Prayer is the primary means of achieving enough strength to accept reality.	13	13	20	23	11	80
	Avg for question	16.3%	16.3%	25.0%	28.8%	13.8%	100.0%
16	Evolution and the Biblical account of creation are compatible with each other	11	6	15	20	25	77
	Avg for question	14.3%	7.8%	19.5%	26.0%	32.5%	100.0%
17	God is evident to me in my daily life.	1	5	8	23	39	76
	Avg for question	1.3%	6.6%	10.5%	30.3%	51.3%	100.0%
18	Mission Statement *	1	4	10	23	41	79
	Avg for question	1.3%	5.1%	12.7%	29.1%	51.9%	100.0%
* <u>First Congregational Church of Evanston's Mission Statement:</u> As members of First Congregational Church of Evanston, we are on a spiritual journey. We strive to be an inclusive congregation: We welcome all faith experiences, all family types, and all racial and ethnic backgrounds. We are challenged by the Gospel to grow in our understanding of what the Biblical Word means for Christian life today, to nurture one another, and to be engaged in our community and the world. By God's grace and guided by the Holy Spirit, we commit our selves, our resources, and our time to Jesus Christ through this congregation.		1	2	3	4	5	
		Strongly Disagree				Strongly Agree	

Appendix D – FCCE Ministry Organizational Chart



Appendix E – Church Ministry Team Descriptions

The Church Council

Number of members - 12

The Council meets at least nine times each year and may have additional meetings at the call of the Minister, Moderator, or Chair of a Ministry Team.

The Council:

- Plans, advises and coordinates activities of the Church together with the Ministry Teams Committees and church staff.
- Receives reports from each participating group at each regular meeting.
- Has authority to establish, approve, or disapprove additional committees and auxiliary organizations to pursue the goals and ministries of the church.
- Receives and reviews annual reports from the Ministry Teams, and any auxiliary committees or organizations
- Coordinates any changes to the programs of Ministry Teams and committees
- Communicates with the Congregation by organizing, calling and leading congregational meetings to discuss and conduct the business of the church.

The Membership Team

Number of members - 8

The Health and strength of our congregational family is the primary concern of the Membership Ministry Team. This team is involved with recruitment of new members, providing care for members and fellowship.

The Membership Team:

- Provides Greeters for all public gatherings of the congregation for worship
- Creates programs for new member recruitment
- Provides new member classes for orientation of new members
- Manages ongoing programs for incorporating people into the life of the congregation
- Arranges for Coffee Hour each Sunday morning
- Organizes special events, meals, etc during the year
- Works with other ministry teams to organize periodic church retreats
- Supports relationships with shut-Ins and homebound church members and friends
- Provides cards and notes at appropriate occasions for members of congregation, and assist in meeting special needs in times of crisis, meals, visits, transportation

First Congregational Church of Evanston

Church Profile

June 2007

Page 23

The Vice-Moderator and the Church Clerk act as ex officio members of this Ministry Team.

The Worship & Music Team

Number of members - 6

The Worship & Music Team focuses on issues associated with the worship of the church and the observation of the sacraments. This team also works with the Director of Music to plan the church music program and facilitate its integration into the life of the community.

The Worship & Music Team:

- Works with ministerial staff to plan and coordinate the worship of the church.
- Assists the ministerial staff with the sacraments of Communion and Baptism.
- Oversees procurement and maintenance of items used in worship
- Works in collaboration with the Director of Music to plan music for regular worship services and special programs
- Plans, schedules organizes and promotes special music programs and recitals offered by the church
- Organizes and coordinates usher teams to serve during regular Sunday worship services and for special services as needed
- Works with ministerial staff, lay leaders and interested parties to promote the integration of appropriate themes, presentations, programs, etc. into worship
- Works cooperatively with other church committees

The Moderator acts as an ex-officio member of this ministry team.

The Outreach Team

Number of members - 8

Responding to the call to be the Church in the World, the Outreach Team focuses on issues of people and communities beyond the walls of the church. This group provides education, organizes action on topics of social concern and encourages volunteer and financial support for programs designated to address human needs in a manner consistent with our Christian faith.

First Congregational Church of Evanston

Church Profile

June 2007

Page 24

The Outreach Team:

- Manages major non-stewardship fundraising programs such as the Rummage Sale, Pancake Breakfasts, etc.
- Organizes a annual distributions of Church Funds earmarked for Benevolences
- Provides educational and participatory experiences to foster an understanding of mission in the community and in the world.
- Recruits volunteers and support for efforts such as the warming center, Saturday night dinners, soup kitchens, etc.
- Establishes a process for placing interested church members into volunteer opportunities at supported mission agencies.
- Organizes Mission Study/Work Groups for youth and adults
- Works cooperatively with other church committees
- Acts as an advocate for the powerless among us in such areas as justice, poverty and the environment by:
 - Researching specific issues and bringing information to the congregation to keep members and friends knowledgeable on public issues related to faith.
 - Providing opportunities for action related to current issues, such as letter writing, attendance at community meetings, or special projects.
 - Providing update information to the congregation of the progress/outcome of such efforts

The Christian Education and Formation Team

Number of members - 8

The goal of the Christian Education and Formation Team is to communicate the message of our faith to children and adults, and to foster personal faith growth and/or leadership development within the church community. This ministry team provides our congregation with opportunities to explore strengthen and develop our belief in God and the conduct of our lives here on earth.

The Christian Education and Formation Team:

- Reviews, selects and implements a Christian education curriculum for children and youth attending FCCE Church School.
- Organizes schedules and promotes small group programs and study groups for the church community.
- Develops, promotes and implements adult religious education and adult study programs

First Congregational Church of Evanston

Church Profile

June 2007

Page 25

- Organizes, coordinates and presents FCCE Vacation Bible School during summer months
- Develops, organizes and presents special family events such as the Church Christmas Pageant, Youth Sunday, etc.
- Coordinates children and youth participation in mission activities of the church
- Works cooperatively with other ministries to develop education programs for children, youth or adults as appropriate.

The Development and Finance Team

Number of members - 12

The Development and Finance Team oversees the financial affairs of the church. Key responsibilities of the Development and Finance Team include:

- Oversight of the budget and the development of the financial resources that make our programs possible
- Management of the church buildings and grounds
- Planning, coordination and implementation of the annual operating budget pledge drive (Stewardship campaign) and appropriate follow-up activities
- Coordination of planned giving, the development of endowments, and the solicitation of capital-fund and endowment gifts.

Specific tasks and responsibilities of the Development and Finance Ministry Team include:

- Management of perpetual care for the Memorial Garden of First Congregational Church
- Review monthly treasurer's reports of receipts and disbursements made during the month to ensure that all expenditures are authorized and appropriate
- Appointment of an auditor to review the accounts of the Church at least once a year
- Development and execution of capital campaigns and other targeted fund drives as needed.
- Distribution of information about planned giving, deferred giving, and estate planning to members and friends of the Church.

The Treasurer will be an ex officio member of the Finance and Development Team.

First Congregational Church of Evanston

Church Profile

June 2007

Page 26

Human Resources Committee

Number of members - 8

This standing committee is responsible for developing and implementing the personnel policies of the church. It is also responsible for, organizing, and managing performance evaluations for all staff. The committee is made up of one member from each of the Ministry teams as well as the Moderator and Vice Moderator of the Ministry Council.

The Human Resources committee:

- Compiles and updates staff position descriptions/job descriptions for all church staff positions
- Develops implements and oversees personnel policies for the church.
- Develops and implements staff performance evaluation procedures. These procedures are reviewed at least once a year to ensure that evaluations are completed and procedures are consistently and properly implemented.
- Conducts periodic research to ensure that wages and salaries offered by the church are competitive, and recommends appropriate salary increase guidelines for staff.

Pastoral Advisory Committee

Number of members - 6

The Pastoral Advisory Committee provides support and performance review for the Senior Minister. The committee is made up of the Team Leaders of the five ministry teams as well as the Moderator and Vice Moderator

This committee meets at least twice a year on call of the Minister or any member of the Committee. The Moderator acts as Chair of this committee.

The Pastoral Advisory Committee:

- Provides informal advice to the Senior Minister and strives to enhance communication between the Minister and the Congregation. While this group can be summoned quickly for discussions or consultation, it does not take the place of formal meetings of other Church bodies, especially the Council or the Congregation.
- Advises and assists any active Pastoral Search Committee.
- Provides a written annual performance evaluation of the Minister, and present to the compensation recommendations for the Minister to the Finance and Development Committee.

First Congregational Church of Evanston

Church Profile

June 2007

Page 27

Nominating Committee

Number of members - 9

The Nominating Committee compiles a slate of church members to fill open positions on church ministry teams and committees. It is chaired by the immediate past moderator of the Ministry Council and is made up of one representative from each of the ministry teams. It also includes three at-large members (not from Ministry Council).

The Nominating Committee:

- Identifies prospective candidates for open positions on ministry teams and committees.
- Solicits candidates to determine willingness/interest in serving in the position.
- Compiles a slate of nominees to fill all positions vacant because of expiration of terms, resignations or inability to serve.
- Reports the list of prospective candidates to the church for vote at the Annual Meeting.

Communication Committee

Number of members - 4

This committee assists the congregation by facilitating communication across the church for its programs and activities.

Members of this committee coordinate:

- Development of the church newsletter
- Design, development and regular updates to the church web site
- Public relations for church programs, events and activities
- Maintenance and upkeep of church archives.

Appendix F– Staff Responsibilities and Relationships

The Senior Minister provides supervision for the following staff positions at FCCE:

Director of Christian Education

Provides support to, and works closely with, the leaders of Christian Education Programs to provide Christian Education and other programming for children, youth, families and adults throughout the calendar year.

This is a 3/4 time position, approximately 30 hours per week.

Director of Music & Organist

Has responsibility for the music program of the church and is in charge of the musical instruments and musical property of the church. In carrying out these responsibilities, works closely with the Senior Minister and the other church staff as well as the Worship and Music Committee.

This is a 3/4 time position, approximately 30 hours per week.

Custodian

The custodian performs routine cleaning of offices, classrooms, and all other inside and outside public areas of the Church House and Sanctuary Buildings of First Congregational Church of Evanston. The custodian also assists with the set-up of facilities for meetings, classrooms, conferences, events, performs routine maintenance of housekeeping equipment, checks security of the buildings and performs other related duties as assigned.

This is a 3/4 time position, approximately 30 hours per week.

Office Manager

Performs and coordinates administrative activities, including preparation of church bulletins and newsletters, management of church rental space to outside groups, maintenance of church records, member database, and church calendar. Performs general word processing tasks, serves as church receptionist, and performs other related duties as assigned.

The Office Manager is a Full-time employee who works in the church office under normal conditions.

First Congregational Church of Evanston

Church Profile

June 2007

Page 29

Appendix G – FCCE Goals

The following goals were defined by the FCCE Transition Team at the conclusion of a seven-month period of discussion, reflection and analysis. These goals reflect the collective priorities of our congregation. We expect these goals to guide our Church community in planning its future activities, policies and programming.

1. Maintain our tradition of high quality worship (preaching, readings, prayer, music, and communion) that provides an intellectual and spiritual basis for our collective faith journey and our lives.
2. Strengthen children and youth programs to model Christian beliefs through intergenerational fellowship, mission and other activities.
3. Enhance our sense of family by improving “inreach” to all members through intentional actions (e.g., increase fellowship events, increase connection with the homebound and others not attending regular events, provide copies of worship on audio/video.)
4. Address the issues that cause some visitors to perceive us as less warm and friendly, less welcoming and affirming to all people, than we believe we are.
5. Improve our outreach by matching our strengths with community partners.
6. Create a safe environment in which to express our individual beliefs. Have open and fair discussions about controversial or challenging issues in an atmosphere of love.
7. Arrange an open and fair discussion about the Church’s affiliation with the NACCC and the UCC.
8. Take the time to clarify our shared mission (vision, ethics, and sense of purpose: who we are, why we are here, what we are called to do.) Commit our congregation to supporting this mission through action in the community and the world. Use this action to develop a positive church identity in the community.
9. Have a discussion about the purpose of, and strategies for, the growth of the Church and how growth would change the Church.
10. Develop a long-range (multi-year) financial plan to address chronic problems. Integrate the financial plan with the mission/vision/faith values of the congregation.