



Trinitarian Congregational Parish of Castine (UCC)

P.O. Box 108, Castine, ME 04421

(207) 326-9486

United Church of Christ

Sunrise Association, Maine Conference

www.tc poc.org

Position Announcement

The Trinitarian Congregational Parish (TCP) of Castine is prepared to welcome a new leader for our congregation. Situated in a historic, coastal & academic community, ours is a church of diverse Christian backgrounds with strong lay leadership. We intend to continue our 20-year tradition of supporting a full-time pastor to be our partner in faith, in service, in growth - and to lead our worship and help us continue in the community as a beacon of hope, help, caring, and acceptance. The capacity to minister to all ages, a sense of humor, a love of music, and a penchant for thought-provoking sermons are some of qualities we seek in our next pastor.

Current Membership - 70

Position Description for a full-time settled Pastor is appended hereto.

Position Salary and Benefits – We follow the UCC guidelines, which can be found at <https://www.maineucc.org/wp-content/uploads/2019/11/2020-Clergy-Compensation-Guidelines.pdf>. See especially page 24. Complete information regarding current compensation is found in the church's 2020 Annual Report, appended hereto.

In addition to the cash salary, as a congregation, we commit ourselves to providing the following Pastoral Call Agreement terms:

- Housing Allowance
- Annuity Plan contribution equal to 14% of cash salary and housing allowance
- Social Security and Medicare Offset equal to 7.65% of cash salary and housing allowance
- Life Insurance and Disability Income Plan contribution equal to 1.5% of cash salary and housing allowance
- An annual budgeted amount for Continuing Education and Professional Expenses
- Mileage Reimbursement
- Vacation Leave provides 4 weeks during each 12 months of service; one week's leave is earned for each three months of service.
- Personal/Compassionate Leave

Who Is The Person We Seek

We are looking for someone who will minister both to us and with us, nourishing both our inward growth in our faith, as well as our outward growth as a living expression of what we are called to be and to do. We seek a minister who can use her/his own strong faith and Biblical underpinnings to guide and challenge us in our everyday lives, whether this is through preaching from the pulpit, in the prayers offered, or by living example. While open to new elements in worship, the congregation views preaching as central – sermons which rely on scripture and the teachings of Jesus Christ, provide spiritual inspiration, are applicable to life when we leave the confines of the church, which bolster a sense of fellowship, faith, and hope even in challenging times.

Our members have grown in their interaction with the greater community, one expression of which is our development of a food outreach program (described later) that has been both effective and motivating. This work has resulted in both a discernible increase in congregational pledging and in community involvement. We seek an individual who will nurture this ‘loving all of our neighbors’, and also personally, become an active member of the Castine community.

Church Family Survey

As a part of our preparation/transition process, the church family engaged in a written survey, which included both specific



questions (with fixed choice-ranking responses) and broad questions (which invited individual written responses). Many of these responses are reflected throughout this document. In general, ours is a happy and satisfied congregation (not to be confused with self-satisfied), one which is seeking to continue moving in directions whose course we are already on, expressing a strong desire to expand on the good things already happening. There are clear aspirations with respect to bringing “sheep back into the fold” and to offering opportunities to participate in church life that might capture the attention of younger families. The fundamental importance of pastoral care was overwhelmingly reinforced, as was the continuing need for pastoral engagement with every individual, group, and program in the church’s constellation.

How We Serve Our Community (Mission and Outreach)

We are a group of Christians, called by God to serve one another, enriching the vitality of our congregation through service. In the last decade, our church has expanded its call to mission and outreach. Our last church information form (2011) described the work of our Dr. Mary Cushman Circle as our major effort in mission support. This ecumenical group is comprised of members from the community at large, but governed by the church, as the majority of members are from TCP. Funding for non-profit recipients came from a summer fair, Christmas fair and a Christmas wreath project. But our congregation has further embraced our call to “Love our Neighbor”.



More than three years ago, we began to address food insecurity on the Blue Hill Peninsula through our “No Neighbor Left Behind” food ministry. On the last Friday of each month, more than 20 people prepare, package, and deliver over 100 meals to homes in our area. These Fridays are singular events, in that they combine the opportunity to serve our neighbors with the bonds of participation. Through this work, we

became aware that the magnitude of the need was much greater than we had imagined. Thus, at the beginning of the Pandemic, we recognized that Covid would exacerbate the already significant challenges of poverty, especially with respect to housing expenses and food insecurity; and so was formed the Castine Area Relief Fund (CARF), because “we all need help at times!” The Town, area churches (including TCP), organizations and individuals funded this effort to begin distributing food to the hungry. As we marked one year of weekly grocery deliveries, led primarily from our church, we have distributed to hundreds of families in several neighboring towns, the equivalent of well over 11,000 meals. To date, we have raised over \$32,000 in donations and leveraged \$16,000 in grant funding.

Both of these programs involve other churches and individuals in our community, so that people of all faiths and diverse religious backgrounds contribute to our greater civic well-being by helping others.

Three years ago, our Church Council voted to fund a “neighborhood” Navigator serving the Castine-Penobscot area for one year. This is a position of Community Compass (communitycompassdowneast.org). This Navigator is currently working with churches, community organizations, and individuals to identify as yet unmet needs in this area. We believe that, as other Castine and Penobscot entities recognize the benefit and positive effects in our communities, they will join us in supporting this important mission and outreach.

Directed by Deacons, our annual budget provides additional mission and outreach funds to meet individual needs, with grocery cards, fuel assistance and other utility payments, as well as funding for these three important ministries in Castine and beyond.

Our Challenges and Opportunities

While we, as a congregation, are grateful for our circumstances, we recognize that there is so much more we can, and want to, do. Two of the major challenges we face are not unique to TCP. The first is consonant with other Christian churches, and that is the decline in attendance, especially with respect to those aged 45 and below. There are several families whose faith connection is our church, but who rarely cross the threshold. While this is a challenge, therein also lies opportunity. The second challenge is also not unique to our community – poverty, side-by-side with wealth, and the obvious disparities which result from this bifurcation of means. This, too, contains the seeds of opportunity.

In addition to these two headwinds, there are also very tangible areas which hold possibilities for our church. The first is Maine Maritime Academy and the chance to engage students in meaningful worship and study programs on an ongoing basis. A second, as reflected in the survey, is building upon those activities in church life (worship, study, outreach) whose basic framework is already established. Yet a third area, which a transition such as this offers, is the potential of engaging with both God and with our neighbors in ways we have not yet considered. While the survey confirmed that our church family is unified around what we are currently



doing, it was also clear that we recognize and are prepared for new ideas and as-yet-untried programs.

Where We Worship



We are a Congregational (UCC) church, founded in 1820 and located on the Maine coast. Our entire village is listed on The National Register of Historic Places and our building is a contributing structure. Our church structure was built in 1829 and the church building was elevated, expanded and the stately and iconic steeple was added in the 1850s to house its growing congregation. In 1890 a four-face mechanical clock was installed in the steeple base and is owned and maintained by the Town of Castine. This is the perfect example of our church's integration in the community. We host our Town's Christmas

concert, several seasonal bazaars, our Bastille Day "French" toast breakfast, and community dinners.

Our new minister will want to establish a good relationship with the clergy of the other three denominations in Castine, and participate in ecumenical services and activities, including the Castine Christmas Choral Service and Easter Sunrise Service. Over the past several years, the clergy has met on a regular basis, generally over coffee, to strategize opportunities that promote ecumenical interaction.

Church Finances and Stewardship

TCP has maintained a strong financial position for several years, primarily owing to its budgeting and financial procedures, committed stewardship, investment fund growth, and capable Church Council oversight. The Church Administrator, with oversight provided by the Financial Council Chair, handles the day-to-day responsibilities. All of these factors work to ensure that our financial statements reflect a strong and healthy financial position.

A proposed balanced annual budget is presented to and voted on by congregational members during TCP's Annual Meeting, which is held in August each year. The 2021 Operating Budget is \$117,173. The majority of TCP's income, 93%, is comprised of three primary components- annual pledges (73%), offerings (15%), and investment income (12%). Our two largest expenses, representing 62.5% of the annual operating budget, are the ministerial compensation package (54%) and missions and outreach support (8.5%). When compared to the total annual budget, the ministerial compensation package expense reflects the fact that TCP's small congregation is

committed to full-time ministry. Contract employees and volunteers perform all other job responsibilities. As a mission-focused congregation, TCP intends to grow its missions and outreach support over time.

TCP's congregation is honored to act as stewards of a historic, 200-year-old church building. In 2019, a Renovation Committee was formed to begin exploring a vestry renovation, which includes a new kitchen that will support our growing food ministry and an integrated lift that will provide enhanced accessibility for all congregational and community members. While some funding will be provided from TCP's investment fund, with an account balance in excess of \$700,000 as of March 2021, a capital campaign will be required to ensure full funding of this important project.

More financial information is provided in the attached TCP Annual Report.

Our Greater Community



Our church carries on its mission independent of the town of Castine, but we certainly consider ourselves a part of this wonderful village in which we are situated.

Castine is a classic New England town and comes with all of the charm and challenge of living in a small place, where people are friendly without being intrusive, where daily life is active without being frenetic, where there is a very rich history but the direction is always forward. While Castine is an integral part of a constellation of towns (Blue Hill, Penobscot, Orland, Bucksport), it is a vibrant entity in and of itself. The resident population has several strains: Maine Maritime Academy students; “summer” residents (broadly extending any time from April to October); full-time residents, as a group generally older; and, a relatively new, but growing, number of young families with children. In addition, especially in warmer weather, into this mix is added tourists who arrive by land or sea to spend the day, the night, or several weeks.

Castine is home to the Maine Maritime Academy, which enlivens the town not only with the activities of its students, but also with lectures and classes available to the public. Arts and cultural programs and events abound, be it through the nonpareil Witherle Library, the Castine Historical Society, the Wilson Museum, and the Castine Arts Association. Its children attend the pre-K through 8th grade Adams School on the town common, while the innovative Castine

Community Learning Place serves children 4 months to 5 years old, and offers an after school program for pre-K through 5th grade.

Commercial activity includes two inns, several restaurants, galleries, a bookstore, gift shop, and two banks. Recreation can involve any type of adventure on the water, hiking, golf, tennis – or sitting on the porch reading a book and watching the sun set over the harbor.

Castine is governed by a Selectboard of three members and administered by a Town Manager, with major decisions voted on by residents at an annual town meeting. The town is in the preliminary stage of updating its ten-year master plan. While it is likely that there will be no radical change in its course as a consequence of this effort, it is even more likely that this plan will build on Castine's obvious strengths.

See also www.castine.me.us for more information on our town.

.Additional Information

The link to the 2020 Annual Report of the church, our bicentennial year, is below and provides additional material on the life and work of the congregation.

<http://www.tcpoc.org/annual-report.html>

There is a ten-member Search Committee which is leading this process. For further information, or to submit a resume, we can be reached at bovagt@davidson.edu .

Closing Thought

A member of our Search Committee was moved by how a recent sermon reflected our life as a Christian fellowship. It was a quote from St Augustine of Hippo – “In essentials unity; in non-essentials liberty, and in all things charity”. So may that be for us. Join us!



Trinitarian Congregational Parish of Castine

PASTOR JOB DESCRIPTION

2021

POSITION OVERVIEW

The Pastor provides full-time ministry for the Trinitarian Congregational Parish of Castine. The Pastor's general responsibilities fall into four basic areas: worship, congregational care, missions and outreach, administration and stewardship. Actual work in these areas may be delegated to others, including both salaried staff and/or volunteers, but the Pastor is ultimately accountable.

REPORTING STRUCTURE

The Pastor is called into covenant by a majority vote of the congregation. The Pastor serves as a voting member of the Church Council and there is mutual respect and accountability between the Pastor and other members of the Church Council as they serve each other, congregation and community at large.

The Ministerial Relations Committee provides counsel and advice to the Pastor upon its' discretion or upon the Pastor's request, brings attention to the Pastor matters of concern within the church organization or the community at large directly related to the Pastor's responsibilities and duties, and takes appropriate action before any matters of concern develop into a serious problem for the church. The Ministerial Relations Committee is responsible for updating the Pastoral Call Agreement and the Pastor's Job Description.

RESPONSIBILITIES AND DUTIES

- Works with Church Council members, boards, committees, congregation and others to ensure that TCP's ministry and administrative areas operate efficiently and effectively.
- Plans and executes the orderly progression of a meaningful and inspiring worship experience.
- Conducts sermon preparation and preaches.
- Plans for the major seasons of the liturgical year.
- Involves laity in the worship services.
- Assures that newcomers to the church and community are visited and relationships are cultivated.
- Works to bring inactive people back to the church.
- Cultivates and receives new members into the church.
- Calls on those in hospitals, nursing homes, senior living facilities, homebound, and other places of visitation.
- Contacts TCP's seasonal members of the congregation once they leave Castine.
- Counsels as may be required and makes referrals when appropriate.
- Conducts weddings, funerals and baptisms, as required.
- Assists in keeping the congregation mission-centered.
- Fulfills the responsibilities associated with being a voting member of the Church Council.
- Recruits delegates to represent TCP at United Church of Christ meetings.

- Appoints or takes direct charge of TCP's Christian Education, which may include youth ministry, college age ministry, adult educational programs, and summer camp coordination.
- Supervises the Director of Music.
- Supervises the Church Administrator, with the exception of financial administration.
- Performs or supervises the public relations tasks involved in producing TCP's newsletter, publicity, website, social media, podcast, streaming, emails and other forms of communication.
- Perform all duties in a timely manner and meet deadlines.
- Perform all duties in a manner that promotes goodwill and TCP in a positive light.
- Liaisons with UCC Maine Conference, UCC National Conference, donors, other churches, or others as necessary.

KNOWLEDGE AND SKILLS

From the United Church of Christ *Manual on Ministry*, Section 3, Subsection entitled "The Church's Expectations Of Its Candidates For Ordination"

- Has attained a general liberal arts education (bachelor's degree or its equivalent)
- Has graduated or will graduate from an approved theological seminary
- Is able to relate the Christian faith to contemporary issues
- Has engaged in a disciplined study of and has acquired considerable knowledge in the following fields:
 - The Bible
 - Biblical interpretation
 - Christian education
 - Christian ethics
 - Church history
 - Contemporary culture
 - Evangelism and church growth
 - Ordained Ministry
 - Ministry resources
 - Stewardship
 - Theology
 - United Church of Christ history, polity, practice, and theological roots
 - Worship, sacraments, liturgy

Has acquired considerable skill in:

- Administration
- Counseling
- Group dynamics
- Interpersonal relationships
- Listening and communicating
- Organizing
- Pastoral care
- Planning and goal setting
- Preaching and worship leadership

- Teaching
- Working with volunteers and volunteer institutions
- Is prepared to lead the church as a community in mission

QUALIFICATIONS

- Holds or will hold active Ordained Ministerial Standing with the Sunrise Association of the Maine Conference of the United Church of Christ.
- Demonstrated ability to write and communicate effectively.
- Demonstrated ability to handle oral communications.

SPECIAL CONDITIONS

- Background check is required.

WORKING CONDITIONS

- Sitting with computer keyboard manipulation/computer screen, printer, phone and other standard office equipment.
- Must be able to visually inspect work and generate own work on computer.
- Must possess a valid driver's license and reliable transportation.
- Close office setting.