

**Note: This is a Working Draft as of August 28, 2008** It is based on the 2004 version created by that Search Committee with updates by the current Board of Management

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**Congregation name:** First Universalist Society of Wakefield City: Wakefield State/Prov: MA  
**Website address:** www.wakefieldduu.org  
**Ministry title:** Minister  
**Congregation Size:** I  
**Congregation Wage Rate Area:** 4 Salary plus Housing: \$27,000

**Are you a Fair Compensation congregation?** No

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

**Is the minister expected to occupy a parsonage?** No

**How much of the S&H is attributable to rental value? To utilities?** N/A

**Number of adult members:** 73 **Av. Sunday attendance:** 45

**Children & youth enrollment:** 20 **Av. children & youth attendance:** 15

**Total operating expenditures:** 74,520

**Total operating pledge income:** 39,580 **Number of pledge units:** 41

**How many Sunday services?** 1 **Others during the week?** 0

**How many months per year is the church at full operating capacity?** 9.5

**Describe the character of the surrounding community:**

Wakefield is a town of approximately 25,000 people located ten miles northeast of Boston. It is an ideal community for commuters to Boston as well as those working for local businesses and high tech industry. The town has a rich and proud history and there is a high level of civic involvement. Wakefield is economically diverse.

**UUA District: Mass Bay District Executive:** Rev Terasa Cooley

**APF contribution:** 0 (but it is on our agenda!) **Fair Share?** No

**Ministerial settlement rep.:** N/A **Compensation Consultant:** N/A

**Provide your profile of the minister you seek:**

The Wakefield Unitarian Universalist Church is seeking a Consulting Minister, 1/3 to 1/2 time, for a small but active and engaging congregation. We have strong lay leadership, an excellent music program, and members who are also very active in the larger community.

**Responsibilities:**

2 Sunday Services per month from September – June

Pastoral Care as needed

Support Religious Education and Worship Committees as time allows

One of the major focuses of our congregation is developing a process to enable us to clearly articulate our mission in the larger community.

Also, we had some interpersonal relationship and communication issues, including issues between congregation members and also between congregation members and the minister, which, because they were not dealt with effectively during the past few years, may need further healing. Therefore, a minister with conflict resolution skills would be helpful.

Since we see ourselves as a welcoming, friendly congregation, we seek a minister who could be described as warm and compassionate, and we also value empathy and a sense of humor. But, we are certainly looking for someone with a high degree of professional competence.

We see the Sunday service as an important center of our Church program and are therefore looking for a minister who will lead a compelling service with a strong sermon. Sermon topics on spiritual and personal growth, life issues, intriguing philosophical ideas and building community are better received than those focusing on theological or traditional religious issues.

In addition to the sermon, the congregation values participatory activities in the service, such as readings, hymn singing and sharing of joys and concerns. Our music program is very important to us.

We are less interested in an administrator, but rather someone with flexibility and creativity who can work in a collaborative way with our Board of Management, lay leadership, and staff. We look to our minister to provide guidance and inspiration in helping us accomplish the goals of the congregation, and leadership in moving the church toward a growing and prosperous future.

**Provide your profile of your congregation:**

We are progressive, spiritually/theologically diverse, welcoming to all individuals and families regardless of sexual orientation or family structure.

We come from a variety of backgrounds; approximately a 20% of us grew up as Unitarian-Universalists, 20% of us came from Protestant denominations, and a third of us came from Roman Catholic backgrounds. We seem to be evenly split between members who have been Unitarian Universalists for 15 years or more and those who have been Unitarian Universalists for less. We have seen a lot of growth in our church in the past 20 years with modest growth in recent years.

Some of us are parents of children in the religious education program while some of us have grown children who were raised in this church. There are those of us who do not have children of our own but enjoy being part of a vibrant community alive with young children. We are united in our desire to maintain the high quality of our children's religious education program. We are also interested in our own personal and spiritual growth and many of us look forward to attending Sunday service. Over half of us have attended an adult religious education program, and generally, we rate this as an important ministerial function.

There is a wide spread in our personal beliefs considering that most of us started in the Judeo Christian tradition. We would not describe ourselves as Christian or Theist, because only a small number identify that as their primary orientation. Approximately 50% of us consider ourselves humanists. 50% of us (including some of the "humanists") identify with a holistic or naturalistic spirituality. We are open to a variety of ways of looking at our world and a variety of formats and topics for our Sunday worship service. In our Sunday service we look primarily for sermons that speak to spiritual growth, stimulating action of convictions, values and perspective on social issues, coping with life and theological issues. In general we look to the Sunday worship service to build community, help us understand ourselves, provide an environment to develop and share individual feelings and beliefs, and show new paths for individual growth and change.

As a group, we are very active in our church. Most of us currently or in the recent past have been active on committees or the Board of Management. Many of us participate in social activities. However, our main focus revolves around Sunday service.

One of our challenges as a congregation is keeping everything going without people feeling overloaded and getting burned out. Other pressing issues include maintenance of our building and maintaining financial stability. We are also in the process of developing a mission statement and statement of purpose.

It appears from the results of surveys during the past 3-5 years that no single, established approach or theology would be right for our congregation. We think the better approach is to try to achieve balance. It will be important to continue to present alternative points of view in a way that doesn't alienate or threaten people, but rather in a way that celebrates the diversity of backgrounds and the deep and rich sources of strength and creativity that arise from the congregation.

**Describe the expected role and functions of the minister being sought among the paid staff:**  
The minister and paid staff are considered colleagues. However, our current RE Director, while doing an excellent job, is entering only her second year as an RE Director. We hope the minister can provide some support and guidance to our RE Director. Currently, our only paid positions are RE Director and Minister. Our Music Director donates his services, but is considered staff, as well. We recently stopped funding our Administrator position but do hope to fund it again at some point.

## **Congregational History:**

**How and when was the congregation founded?**

On April 29, 1813, seven members of the First Parish Congregational Church decided to split off from that congregation and form the new "Universal Society in South Reading". South Reading was the original name of Wakefield. We are now the sixth oldest Universalist church still in existence.

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

**Historical Events:**

The first pastor, Rev. John H. Newell, was settled in 1833. He had been a student of Hosea Ballou in Boston.

The church school was formed in 1837, and has been a vibrant and integral part of the church ever since.

On March 29, 1839, the society voted to build a meeting house. The church was completed later that year and dedicated at a service in November.

In 1938, Carl Brown, one of our oldest living members until his passing in May 2008, published the first issue of "The Gleam" as a Youth Group project. The Gleam is our church newsletter, and to this day, is still published on a monthly basis.

By a vote of 18 to 17 with 1 abstention, the Society approved a merger with the Unitarians on April 8, 1959.

About 15 years ago, the congregation showed its tenacious and independent spirit by voting against a merger with several other small UU congregations in the area, including Saugus, Woburn and Stoneham.

The steeple has been struck by lightning three times: in 1917, 1997 and 1998.

"A History of the First Universalist Society of Wakefield" was issued on April 29, 2003 by Rev. Edmund Robinson in honor of the church's 190th anniversary.

**Recent Events:**

Becoming a Welcoming Congregation in 2004; sharing our space and services with the Saugus congregation during the 2007-2008 church year; voting, in January 2008, to keep rather than sell our historic building; voting in April 2008 to remove the spire for structural and financial reasons.

**List, most recent first, all clergy who have served since 1950 and earlier ministers of great importance, and interim ministers since 1980 (minister name, date arrived, date departed, reason for departure):**

Holly Baylies 2005-2008 Took Full-time position

Edmund H. Robinson 1999-2004 Took Full-time position

Christine Jaronski 1998-1999 Interim

Mary Louise Schmalz 1990-1998 Husband took job in California

Dorothy M. Emerson 1988-1990 Interim

Terrence H. Ellen 1982-1987 Took Full-time position

Nina Grey (Cullen) 1981-1982 Interim Silvio Nardoni 1981 Interim

Robert L'H. Miller 1974-1980 Retired

Preston D. Hall 1966-1974 Left the ministry

George Henry Wood 1956-1966

Benjamin B. Hersey, D.D.1956  
 William A. DeWolfe 1953-1956  
 George J.W. Pennington 1947-1952

**Current clergy and staff (include all paid staff):**

Position	Date of hire/call	F/T or hrs. per week	Covered by Health Plan?	Covered by Retire Plan?	Annualized Compensation (S&H) for	Supervised by/ reports to:	Member ?
R.E. Director	Summer 2006	10	no	no	8,700	Board of Management	no
Administrator	none	10	no	no	8961.00 when last funded in 2007-2008	Board of Management	n/a
Pianist	2001	3-5	no	no	5914		no
Music Director		7.5	no	no			yes

ALL ADDITONAL TABLES NEED: info updating and to be reformatted/recreated

Table I Membership, Attendance, and Pledging

NEEDS UPDATING through Year Ending 2008

Table II Sources of Operating Income

MISSING Table – didn't translate during OCR scan – must re-enter

**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?**

Our DRAFT Mission Statement is:

We the members of the Unitarian Universalist Church of Wakefield covenant to provide a progressive religious presence in our community that is nonjudgmental and welcoming.

We will be considering the following and requesting additional ideas from the congregation as we develop our mission statement and mission(s) (in the larger community) during the next year.

Brainstorming Highlights:

-Providing a venue/resource to the congregation and the community at large

- a spiritual home for people of diverse beliefs
- so we have a progressive voice in the community at large
- we learn together, grow and then take that out to the community
- service is its prayer- social action
- 7 UU principles- exploring and reflecting and living out our UU principles
- foster an environment where people if they choose.....?
- openness to have differing beliefs
- words of the chalice lighting
- foster and nurture one another in our spiritual journey or quest for truth.

### **Congregational strengths:**

Our congregation is an energetic, hard working, diverse group of people. We value many things in our church including RE, music and social events. . Perhaps most striking is the group's self confidence and tenacious independence. Consequently, there is strong leadership among lay participants as well as excellent community relations due, in part, to the high level of civic involvement by many of our members. Also among our strengths, we count our music program, our tolerance for ideological diversity, our ownership of a historical building on Main Street in the heart of downtown Wakefield that was built by our congregation in the 1800s, and our being know by many as "The Music Church," and, by a growing number of young people who present and attend fundraising concerts in our Social Hall, as the "rock 'n roll mecca" of Wakefield.

### **Congregational challenges:**

Challenges include our size, our aging church building, financial stability, inter-congregational communications, and volunteer burnout. We also do not yet have a clear articulation of a mission/purpose in the larger community, although we are in the process of developing such.

### **What congregational issues are likely to be most pressing within the next couple years:**

Pressing issues include the need for mission statement/mission clarification, clarifying and implementing a building repair/improvement plan, growth, improving inter-congregational communication, growing membership, and addressing staffing issues.

### **What congregational issues are likely to be most pressing over the next ten years:**

Longer-term pressing issues include creating and following a building maintenance policy, ensuring greater stability of staff and membership, and developing a Vision Statement.

### **What congregational issues may never be resolved?**

Limited physical space if grow beyond our capacity.

### **To what degree does the congregation possess a dominant theology?**

To a small degree. We lean toward humanism but hold many varied beliefs. 2004 survey results representing 60% of the congregation showed that most respondents identified two affiliations. Approximately 50% are humanists. 20% acknowledged being non-theists and 20% naturalistic theists. Theists, atheists, open agnostics, skeptics, mystics, earth - centered spiritualists, or pantheists registered at 10-20% each. Approximately, 5 % are feminine spiritualists. A current survey would most likely show similar results.

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

Music is a big part of our identity. We have two choirs – one adult, and one for singers of all ages. We present special holiday events that feature a lot of music, such as our famous Winter Solstice Celebration and the Maypole Dance. We hold a number of music-based Sunday services each year, including a Fall Music Service, a December Holiday Music Service, and often, a service featuring Spirituals in February.

The service with the greatest amount of congregational participatory singing is also the most popular (attendance figures bear this out year after year): our Christmas Eve Candlelight Service. Most remarkable is that fully one fourth of the congregation spills out from their pews in a rush to the front to join the choir in singing the "Hallelujah Chorus". If this were just an average-attended service, the number of singers would easily outnumber those remaining in their seats.

The congregation so enjoys the music played by our pianist (Preludes and Postludes), that we created a regular spot in the service (following the sermon) each Sunday that also features her. Church people genuinely appreciate the volunteer choir, which sings at least two choral anthems every Sunday. The congregation is especially supportive of the young musicians who play frequently during the church year.

The arts are strongly featured in our RE programming, with the children making their own props and performing in plays and skits presented to the congregation throughout the year, as well as the use of drawing, working with clay, and other venues.

Our social hall is the home to a number of youth and adult dance and arts programs, and both the Social Hall and our Sanctuary are used for all kinds of concerts, including the Linden Tree Coffeehouse (in its 24th year) ([www.lindentrecoffeehouse.org](http://www.lindentrecoffeehouse.org)) high school student rock band fundraisers for Dafur, breast cancer research, and our local food pantry, and Classical recitals and fundraising events.

**Describe the religious education programs for children, youth and adults:**

Although the Wakefield UU church is small, we have a Religious Education program that is exciting and active, providing tools for the spiritual journeys of children, youth, and adults. The excitement begins on Sunday mornings. We look for programs and curricula that honor children and youth as people, recognizing that a joyful and experiential environment creates the best spiritual learning and development. We laugh and play a lot, and also do serious work. The church hall may sometimes look a little chaotic, but there's never any question that the children, youth, and their adult friends are happy and learning together.

Worship is an important part of what we do, and the children and youth participate in a children's worship most Sundays, with one Sunday a month upstairs for either a full or partial Intergenerational worship. The children and youth also present a Children's Sunday service yearly, doing everything from choosing readings and hymns, performing other music, and writing and presenting sermons.

Adult RE has been generated by the minister, various committees and individuals, and suggested and supported by the Religious Education committee. Programs have included film series, the New UU program, and Bible curricula. The RE Committee also sponsors an annual Women's Retreat.

## **Lay leadership**

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

The lay leadership is driven largely by the Board of Management. Election to the board is limited to two 2-year terms. The board of management has either 7 or 8 members. We also have eight working committees as well as 3 Trustees who manage our investment funds. We are currently looking at joining the UUA endowment fund.

**Describe the process you used to complete this form:**

The 7 member Board of Management broke into 2 groups during our 2008 Summer Board Retreat and went over Congregational Record questions that were pertinent also to mission and purpose development. We also used information from our 2004 Congregational Record, which was based on information that was derived from church records, a congregational survey and congregational focus groups. The Board then reviewed all information, updated statistics, and created this final version.

## **Committees**

**Name the committees that have recently had the greatest success:**

Religious Education  
Worship  
Ad Hoc Building  
SOS (fundraising to repair building)  
Shared Space

Committee Highlights –The Worship Committee successfully coordinated Sunday services in the absence of a minister during the fall of 2004, filling the pulpit with guest ministers and lay led services for a number of months. RE: This committee functioned as Director of Religious Education for over 6 months in 2006 in the absence of a DRE, putting together curriculum and teachers as well as coordinating with music director for monthly intergeneration services. Ad hoc Building Committee- This committee has made significant progress in addressing the structural issues of our church building. This included coordinating with Board of Management, Trustees, and the congregation to plan and execute building renovations.

**Name the committees that have recently had the least success:**

Ministerial Relations (Not through their own fault, but due to poor communication in the congregation as a whole.)  
Property – mostly due to the strong focus on bigger building issues during the past year.

## **Major financial support**

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

FROM FY ending April 2008

2850  
2220  
2100  
2000  
1975  
1965  
1600  
1575  
1504  
1420

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

We currently have the SOS Committee working on raising funds for our building. Members organize a yearly fundraising concert, ongoing grant submissions, and other events/projects. To date, \$13,000 has been raised for the building trust. Previously, the last major fund raiser was to paint the church in 1989/1990.

**What is the condition of the church buildings, and what funds may need to be raised in the future?**

The Ad Hoc Building Committee is in the process of addressing the building's structural issues. The spire is being (has been) removed. Next, structural issues in the tower and belfry need to be addressed. A new roof will soon be needed, and the building must be also painted soon. Funds will be raised by the SOS Committee and projects will take place as funds are available.

Our foyer needs repairs and painting, to be done once the tower and roof issues are addressed. We already have funds for most of the anticipated work in the foyer. The good news is that our furnace is new, the Social Hall is newly painted, and our sanctuary is in good condition.

## **Ministry**

**Describe the process by which the minister will be called:**

The Board of Management will interview and hire a consulting minister.

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

As is traditional in the hiring of consulting ministers, the Board of Management is interviewing and hiring the minister. The BOM is, as much as possible, getting input from the congregation and is presenting a congregational vote to confirm that the majority are in favor of hiring a consulting minister at this time.

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

1	Administration
3	Adult religious education
2	Children's religious education
1	Committee work
3	Community building
1	Denominational activities
1	Facilitation
1	Stewardship
3	Home visitation
3	Hospital calling
1	Leadership
3	Membership growth
1	Music & liturgical arts
2	Personal counseling
4	Preaching
1	Scholarship
3	Social action – from pulpit
4	Spiritual guidance – overall, versus personal counseling
3	Staff relations
4	Worship
2	Youth work

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

We welcome new ministers and have a strong worship committee that can provide guidance and feedback. In fact, Wakefield has traditionally attracted ministers new to the profession. As a warm community of independent volunteers, we are experienced nurturers who rate ourselves excellent in this capacity!

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

FROM 2008: We are open to our minister's preference as to his or her family's level of involvement. Our unspoken assumptions are few, but those that exist largely revolve around a minister's integrity and our belief that a minister should ensure that their private life causes no professional problems. In 2004, several people expressed the hope that our new minister would have a family who is comfortable joining them at church.

**Describe the worst mistake your new minister could make:**

Believing we can support a full-time minister in the near future and not respecting the strength of our lay leadership. Also, as stated in our 2004 Congregational Review: The worst mistake our

new minister could make would be to come into the job with fixed ideas, and implement them without consulting or listening to us.