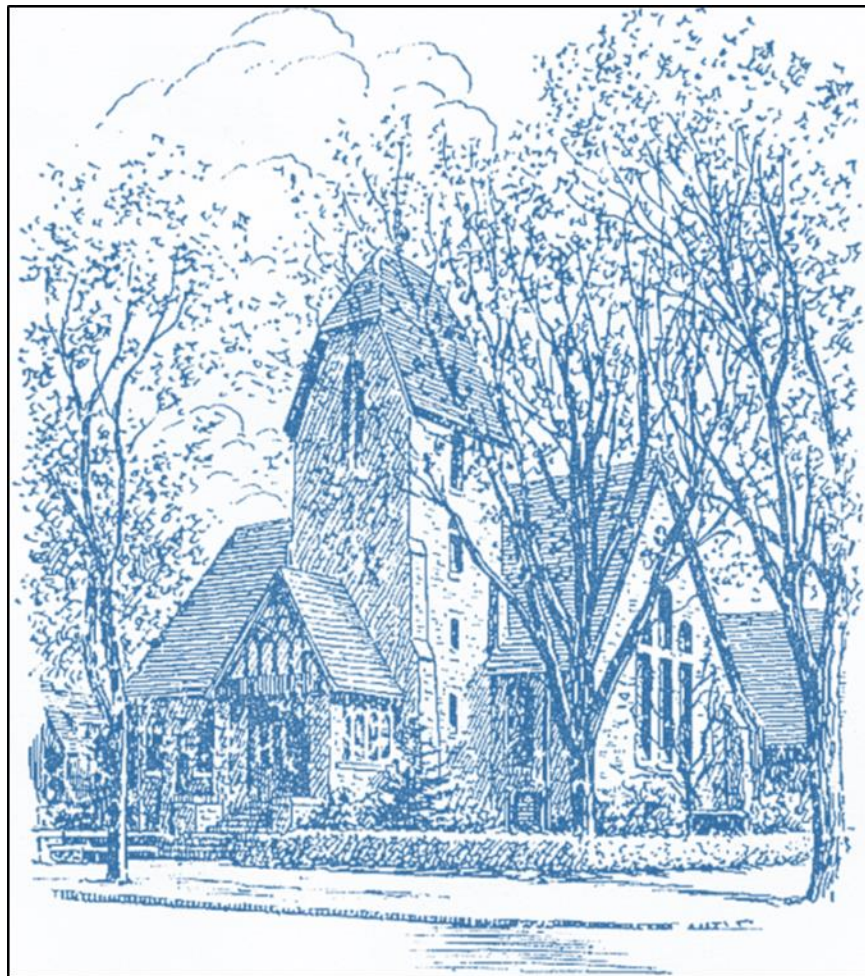


# The Church-in-the-Gardens



*Church Profile*  
*2014*

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Date: September 24, 2014

Position to be filled: Minister

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## United Church of Christ

### LOCAL CHURCH PROFILE FOR LOCAL CHURCHES SEEKING NEW LEADERS

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### Local Church Statement of Consent

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The covenantal relationship between a church and those called by that church to serve as pastors and teachers and in other ministerial positions is strengthened when vital information is openly shared with covenantal partners. To that end, we attest that to the best of our abilities, we have provided information in this profile that accurately represents our church. It is based on information obtained from the congregation through a survey and other sources and communications. We have not knowingly withheld any information that would be helpful to a candidate. As the committee charged with the responsibility for identifying and recommending a suitable new minister for our church, we have been authorized to share the information herein with potential candidates.

We understand that a candidate may wish to secure further knowledge, information, and opinion about our church. We encourage the candidate to do so, recognizing that an open exchange of relevant information builds a foundation for a continuing and healthy relationship between the calling body and the person seeking a ministry position.



\_\_\_\_\_  
Signature of Search Committee Chairperson

September 24, 2014

\_\_\_\_\_  
Date

#### Church:

Name: The Church-in-the-Gardens  
Address: 50 Ascan Avenue  
City, State, Zip: Forest Hills, NY 11375

#### Search Committee Chairperson or Contact Person:

Name: Pauline Elliott  
Address: 50 Ascan Avenue  
City, State, Zip: Forest Hills, NY 11375  
Telephone: 718-268-6704  
Fax: 718-268-5477  
E-Mail: [search@thecityg.org](mailto:search@thecityg.org)

Date: September 24, 2014

Position to be filled: Minister

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## LOCAL CHURCH PROFILE

### FOR LOCAL CHURCHES SEEKING NEW LEADERS

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**1. Church:** The Church-in-the-Gardens

**2. Address:** 50 Ascan Avenue  
Forest Hills, NY 11375

Website: <http://thecitg.org> or <http://www.thecitg.org>

**3. Name of Search Committee Chairperson/Contact Person:**

Name: Pauline Elliott

Address: 50 Ascan Avenue  
Forest Hills, NY 11375

Telephone: 718-268-6704

Email: [search@thecitg.org](mailto:search@thecitg.org) FAX: 718-268-5477

**4. Conference/Association Staff Person Assisting Our Church:**

Name: Rev. Freeman L. Palmer

Address: 5575 Thompson Road  
Dewitt, NY 13214

Telephone: 201-388-6447

Email: [freemanpalmer@uccny.org](mailto:freemanpalmer@uccny.org) FAX: N/A

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### MEMBERSHIP INFORMATION

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**5. Membership:**

	Last Year	5 Years Ago	10 Years Ago
<b>a.</b> # Church members	262	269	281
<b>b.</b> Average attendance at worship	120	122	138
<b>c.</b> Average participation of children/youth in C.E.	10	15	18
<b>d.</b> Average weekly participation in adult education	5	8	10
<b>e.</b> # Members who are ordained clergy	1	1	1

## 6. Profile of Congregation

Estimate percentage of congregation. Each category should add up to 100%.

### a. Age:

1 % ages 0 - 5  
4 % ages 6-18  
5 % ages 19-34  
45 % ages 35-49  
20 % ages 50-64  
10 % ages 65-74  
15 % ages 75 +

### b. Education level of adults:

2 % completed less than high school  
5 % high school graduates  
16 % some college/vocational school  
40 % college graduates  
37 % graduate school

**“So we who are many,  
 are one body  
 in Christ . . .”  
 Romans 12:5a**

### c. Family units:

25 % couples with children at home  
50 % couples without children at home  
20 % single  
5 % single parent with children at home

### d. Occupation of adults:

8 % business  
4 % clerical  
0 % farmer/rancher  
0 % laborer/manufacturing  
60 % professional  
8 % student  
0 % tradesperson  
20 % other

### e. Employment:

61 % employed  
14 % not currently employed  
25 % retired

### f. Describe the racial-ethnic makeup of your congregation:

- Predominately Caucasian (approximately 80%) but has growing numbers of Asian, African-American and Hispanic congregants.

## CHURCH FINANCES

*(Figures reflect the eleven-year UCC statistical reports as well as the church's annual reports.)*

	Last Year	5 Years Ago	10 Years Ago
<b>7. Total Church Income</b>	\$558,062	\$491,054	\$422,245
<b>a.</b> Members offerings and pledges	\$226,864	\$195,128	\$183,544
<b>b.</b> Interest from investments or endowments	\$55,421	\$70,444	\$69,847
<b>c.</b> Principal reduction (endowments or investments)	N/A	N/A	N/A
<b>d.</b> Rentals *includes rental of parsonage	\$129,184*	\$52,058	\$56,328
<b>e.</b> Special Fundraising	**Have not tracked this until recently		
<b>f.</b> Other (Women's Guild)	\$6,000	\$6,000	\$6,000
<b>g.</b> Other (Nursery School & Universal Pre-K)	\$170,593	\$167,424	\$126,526

If the church has conducted an annual stewardship campaign, list results for the past two years:

FY 2012-13 Goal: Pledges: \$136,482 Received: \$107,465

FY 2013-14 Goal: Pledges: \$127,212 Received: \$99,907

	<b>Last Year</b>	<b>5 Years Ago</b>	<b>10 Years Ago</b>
<b>8. Total Operating Budget</b>	\$732,656	\$587,426	\$560,194
<b>a.</b> Our Church's Wider Mission Basic Support (UCC Dues); *NACCC Dues	\$2,500	\$5,239*	\$3,790*
<b>b.</b> Our World Service Committee tithe	\$10,847	\$13,371	\$14,338
<b>c.</b> Current local expenses	\$716,930	\$568,816	\$542,066
<b>d.</b> Annual capital payments	N/A	N/A	N/A
<b>e.</b> Other debt	N/A	N/A	N/A

**9. Identify UCC special offerings the church receives throughout the year and the amounts from last year:**

- The church has a very active World Service Committee. The church tithes 10% of pledged income received (but not of non pledges and other offerings) to this committee, which determines benevolence and makes recommendations that are given to the Board of Trustees for approval. The committee is also very active in church fund-raising. With this money it supports a variety of projects in three main areas: local, national and international, including The Queens Interfaith Food Pantry, Habitat for Humanity, Boeungkok School (a school in Cambodia for children orphaned by AIDS), and Dayspring Ministries (Haiti Relief). At Christmas they have a party for the children living at a local homeless shelter. The Church has not participated in any UCC special offerings



*Church Members Participating in a Food Drive*



*The Briarwood Shelter/Angel Tree Christmas Party*



**10. Mission**

- a. Beyond your contributions through the UCC, name the most significant local or global missions/ministries or agencies that were financially supported by your local church last year and the amount of support:

	<b>Name</b>	<b>Amount</b>
<b>1.</b>	Face to Face Aids	\$5,100
<b>2.</b>	Dayspring Ministries	\$2,500
<b>3.</b>	Hunt’s Point Alliance for Children	\$1,200
<b>4.</b>	Deacon’s Benevolence	\$13,200

- b. What mission project has excited your church the most in the past three years?



*Santa at The Angel Tree Christmas Party*

The Briarwood Shelter/Angel Tree Christmas Party. Every year at Christmas we get a list of the ages and genders of the 100+ homeless children who live in this local shelter. We prepare an “Angel Tree” which is trimmed with paper angels; each angel has written on it the age and gender of a child from the list. The entire congregation participates by taking an angel and buying a gift for him/her. On the day of the party we play games, sing carols, have pizza, candy & cokes, plus a visit from Santa. It’s a joyous time for all.

**“God is able to provide you with every blessing in abundance.”**  
**II Cor. 9:8a**

**11. Indebtedness**

- a. Total amount of outstanding mortgages/capital debt:                      NONE
- b. Total amount of other debt:                      NONE
- c. Are payments current?                      N/A

**12. Capital Campaigns:**

a. Capital campaigns held in the last 10 years:

- Piano campaign; raised \$65,000
- Sanctuary & lounge refurbishment campaign; raised \$25,000

b. Was there a mission or outreach component to the campaign? Yes \_\_\_\_\_ No X

c. If a capital campaign is underway or anticipated, describe it:

Goal: \$100,000.00 Beginning Date: TBD

Purpose: Accessibility Ramp

- The church has recently developed a capital campaign related to making the church facilities more accessible to those with physical limitations. We have completed a feasibility study but have not determined the scope of the project and related fundraising campaign. We are currently focused on bringing up to ADA standards a ramp leading into the sanctuary.

**13. Assets held by the Church:**

a. Reserves (savings): Yes

b. Endowments/Investments: Yes

c. Describe buildings and property of your church:

- The Church-in-the-Gardens is centrally located in the Borough of Queens and within the bounds of Forest Hills Gardens, a privately incorporated community consisting of approximately 800 homes and 8 apartment buildings. It is walking distance from the Austin Street commercial shopping district, the Long Island Railroad Station and the NYC Independent Subway station. The church facility consists of 4 buildings:



*The Church-in-the-Gardens*





*Chancel*

**The Sanctuary** was designed by renowned architect Grosvenor Atterbury and looks virtually the same today as when it opened its doors in 1915. Borrowing elements of Gothic, Norman and Romanesque style, Mr. Atterbury created an edifice of native fieldstone that is both elegant and welcoming. This was the intention of Olivia Slocum Sage, who donated the money needed to build the church on land purchased with funds raised by neighborhood residents. At the church's dedication ceremony, Mrs. Sage was

quoted as saying, "I hope its doors will always be open to everyone who loves the Lord Jesus Christ and wishes to do His will."

In 2009, the church was granted historic designation. In addition, photographs of the church were recently included in the book, *The Architecture of Grosvenor Atterbury*, written by prominent New York City architects, Peter Pennoyer and Anne Walker. The church Trustees continue to be diligent in maintaining the building by working with companies that specialize in historic restoration and avoid replacement of original architectural elements. Over the years, individual church members have donated money for restoration projects, and fundraisers have raised additional funds where needed. In its 100th year, The Church-in-the-Gardens continues to maintain and upgrade its physical structure, and to preserve this important architectural landmark.

The church has a working carillon, an organ installed by Allen Organs, NYC, a beautiful c.1914 Steinway custom baby grand piano, and a central air conditioning system. It seats approximately 250 including the balcony and choir loft. The basement of the sanctuary includes a music rehearsal room, cradle room, 2 bathrooms, storage, kitchen, utility space and a corridor leading to the Parish House. A rear exit from the sanctuary, and a doorway between the Parish House and the sanctuary basement, both lead to the rear of The Community House.

**The Community House** is adjacent to the church sanctuary. Atterbury, also the supervising architect for Forest Hills Gardens, was given the task of drawing the plans for the Community House, and which was done in collaboration with architects Stowe Philps



*The Community House*

and John Almy Tompkins. As it is commonly referred to, the CH has an auditorium that serves as a gymnasium as well as a theater/public lecture hall with seating for 240, a formal banquet hall with commercial kitchen and a large, near Olympic sized swimming pool with locker rooms, shower facilities and bathrooms. The building retains its original floor plan and overall appearance. The managing board has pursued an ongoing program to repair, maintain and restore both the interior and exterior of the building. The CH has its own Board of Directors, a separate community membership and a Board of Governors which includes both church leader and ministerial representation.



*The Parish House*

**The Parish House** is a two-story structure that stands between the parsonage and the sanctuary and looks virtually the same as it did when it was first completed in 1953. It was designed by Steward Wagner, a church member, resident of Forest Hills Gardens, and also a partner with Alfred T. Fellheimer, who had played a leading role in designing New York City's Grand Central Station. Wagner designed this building to harmonize in style and construction with the adjoining structures, as well as in accordance with Forest Hills Gardens Corporation

architectural guidelines. The lower level comprises a large gathering room/church lounge with a working fireplace and adjoining kitchen, a second large room used by both church and community groups, a room presently used as a nursery school classroom, two smaller office spaces and a ladies' bathroom. The second floor houses the church office, the minister's study/office, several meeting rooms for church, nursery school, and community use, a library and a men's bathroom. Some attic storage space is accessible above the 2nd floor.

- d. Is the church building (including sanctuary and offices) handicapped accessible?  
 Yes \_\_\_\_\_ Partially (specify) \_\_\_\_\_ No X

Is the pulpit handicapped accessible? Yes \_\_\_\_\_ No X

- e. If a building program is projected or underway, describe it, including an estimated date of completion:

- The next building program currently scheduled is an ADA-compliant accessibility ramp leading from outside the building into the Sanctuary. No completion date has been determined at this time.

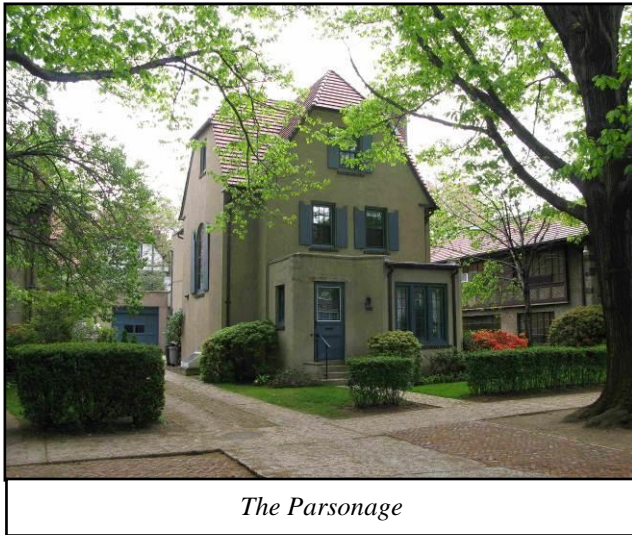
f. If the church owns a parsonage, describe it:

Address: 36 Ascan Avenue Forest Hills, NY 11375

Number of Rooms: 8      Number of Bedrooms: 4      Number of Bathrooms: 3.5

Distance from Church: Adjacent to church building

Handicapped Accessible?    Yes \_\_\_\_\_    No X    Partial \_\_\_\_\_



**The Parsonage** of the church has served as a residence for the pastor since its purchase in 1929. It is an original Atterbury designed home demonstrating many distinctive features of Atterbury homes throughout the community. Its style, as casually described by residents of the community, is “Forest Hills Tudor,” combining elements of a true English Tudor with an Arts & Crafts motif that features practicality and simplicity.

**Description:**

Charming, well-maintained Forest Hills Gardens home designed by well-known architect, Grosvenor Atterbury, in classic

Forest Hills Gardens style. Located just blocks from Austin Street and Station Square, it is a short walk to the express subway, Long Island Railroad station, and all shopping, theaters & restaurants. The community offers select public & private schools, the Community House with extracurricular activities including a well managed after school program, and is home to the West Side Tennis Club, stadium and pool.

**1<sup>st</sup> FL:** Entry vestibule with coat closet. Large living room with working fireplace, a small front sunroom with many windows and tiled floor. Formal dining room with custom cabinetry, powder room and eat-in kitchen with all new appliances. Door to rear patio, a small garden and one car garage.

**2<sup>nd</sup> FL:** Staircase with beautiful 2 storey tall arched window leads to a small upstairs hall. Large master bedroom with private master bath in recently renovated condition and all new tiling. Second large bedroom with 2 exposures. Separate small room with private bath and rear staircase to kitchen.

**3<sup>rd</sup> FL:** Two beautiful, dormered bedrooms, one with separate small study alcove. Private hall bath also in recently renovated condition with new tiling.

**BASEMENT:** Large, clean unfinished basement. Laundry room with new washer/dryer & storage.

**GARAGE:** Detached one car garage plus Forest Hills Gardens private parking permit.

**FINANCIAL SUPPORT OF MINISTERIAL LEADERS**

**14. If your conference has compensation guidelines, do you follow them?**

Yes       Yes for some compensation items but not all       No

Does the church consider this position to be full time or part time?

Full Time       Part Time (specify) \_\_\_\_\_

How will church members be supportive of a part time or bivocational pastor who may need another job to supplement the church salary? Does the church consider this position to be full time or part time?

- We do not plan to have a bivocational pastor.

**15. Salary History**

To provide a profile of salaries for the position you are seeking to fill, indicate salaries at the beginning and ending of the ministers' tenure. If a parsonage is provided, insert the letter "P" in the space provided.

10 Years ago				End Date			
Year	Salary	Housing	Parsonage	Year	Salary	Housing	Parsonage
2004	\$62,374*		P	2013	\$91,129**		

\*Total compensation; parsonage was used

\*\*Total compensation including housing allowance

**16. During the above period, has your church ever failed to fulfill its financial obligations to its pastor?**  Yes       No

**17. Salary, Benefits, and Expenses Offered**

- a. Cash salary offered: Conference guidelines  
Conference recommended salary range: \$41,023 – \$42,733
- b. Housing: Preference would be the use of our parsonage but this is open to negotiation.
- c. Customary benefits:
 

<u>Yes</u> Vacation (4 weeks)	<u>Yes</u> Social Security/Medicare Offset
<u>Yes</u> Maternity/paternity leave	<u>Yes</u> Continuing Education Funds
<u>Yes</u> UCC Retirement Annuity	<u>Yes</u> Continuing Education Time
<u>Yes</u> UCC Life and Disability Ins. Benefits	<u>Yes</u> Sabbatical Leave
<u>Yes</u> UCC Health Benefits	
<u>Yes</u> UCC Dental Benefits	

- d. Ministry Expenses
  - Yes Travel Reimbursement
  - Yes Meeting Expense Reimbursement
  - Yes Books and Periodicals
  - Yes Reimbursement of Criminal Background Check Fee
  - Yes Moving Expenses

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## COMMUNITY CHARACTERISTICS

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### 18. Population

a. Population of total city or town in which your church is located:

- Approximately: 407,681

Source: 2010 Census Bureau for:  
 District 6: Forest Hills, Forest Hills Gardens & Rego Park  
 District 8: Briarwood, Fresh Meadows, Hillcrest, Jamaica Estates, Jamaica Hills, Pomonok & Utopia  
 District 9: Kew Gardens, Richmond Hill & Woodhaven

b. Describe the population by racial-ethnic category and identify the source of the information:

- 35% Caucasian, 27% Asian, 24% Hispanic, 8% African American, 6% other

Source: 2010 Census Bureau for:  
 District 6: Forest Hills, Forest Hills Gardens & Rego Park  
 District 8: Briarwood, Fresh Meadows, Hillcrest, Jamaica Estates, Jamaica Hills, Pomonok & Utopia  
 District 9: Kew Gardens, Richmond Hill & Woodhaven

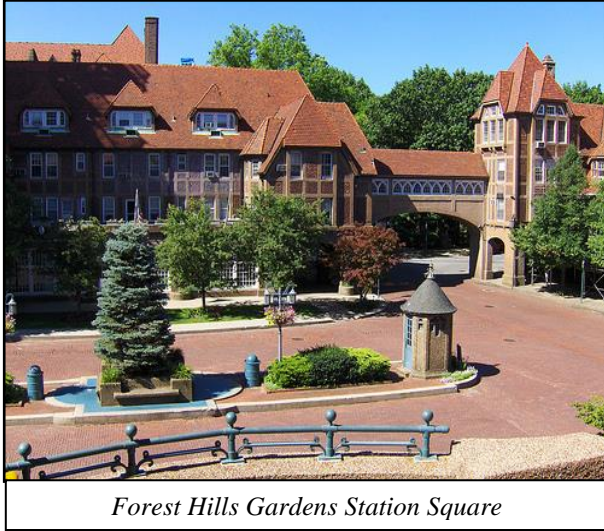
### 19. Economic Factors

Identify major sources of employment/income in your community (top 3):

- Management/business/science/arts      38%
- Sales & office workers                      27%
- Service & education                         19%

Source:  
 2010 Census Bureau for:  
 District 6: Forest Hills, Forest Hills Gardens & Rego Park  
 District 8: Briarwood, Fresh Meadows, Hillcrest, Jamaica Estates, Jamaica Hills, Pomonok & Utopia  
 District 9: Kew Gardens, Richmond Hill & Woodhaven





## 20. General Description

- a.** Describe three distinctive attributes of your community:
1. Queens, New York, is notable for being the most ethnically diverse urban area in the United States.
  2. It is an upper middle class community with good schools and is in close proximity to Manhattan.
  3. It is an historical community with pride in its roots.
- b.** Identify major trends you envision in your community during the next five years:
1. An increase in diversity.
  2. A lack of affordable and available housing.
  3. An influx of young professional families with children and 2 incomes.
- c.** List three or four problem areas confronting your community that members feel your church should address:
1. Unemployment
  2. Affordable housing
  3. Elder care/Health care
  4. Environmental sustainability
  5. Income inequality
- d.** Indicate Mission Activities
1. In which your church participates as a part of its mission in the community:
    - Habitat for Humanity, Briarwood Shelter, Star of Sea, Queens Interfaith Food Pantry, Green Team and Blood Drives.
  2. In which your church expects the leader you are now seeking to participate:
    - Elder care



e. Describe how your church building is now being used by the community:

The Church-in-the-Gardens sponsored events:

- Annual bazaar and book sale
- Baptisms and receptions
- Community composting
- Funerals and receptions
- Green Team movies/lectures
- Music Vespers and concerts
- Nursery School
- Quilters Group
- Vacation Bible School
- Weddings and receptions
- Women's Guild Thrift Shop
- Women's Guild monthly community luncheons
- World Service blood drives
- World Service food drives



*Annual Blood Drive*

Community programs:

- Boy Scouts
- Central Queens Swim Team practice Sundays in The Community House
- Community Supported Agriculture (CSA) / Community Food Coop
- Con Brio Concert Series
- Counseling Center of The Church-in-the-Gardens
- Cub Scouts
- Forest Hills Choir rehearsals and concerts
- Forest Hills Gardens Taxpayers / Annual Lectures
- Garden Players (children's musical productions)
- Girl Scouts
- Little Lessons (toddler classes)
- Miscellaneous community events in The Community House
- Miscellaneous usage of Parish House rooms for various community meetings
- Mommy, Music, and Me
- Musica Reginae Concert Series
- NY State Music Teacher District Winners Concert Auditions (piano)
- Pyung Khang Korean Church
- Seasonal music student piano recitals
- Seasonal SAT prep classes
- 9 support groups including AA, Al-Anon, Cocaine Anonymous, Nar-Anon

f. Indicate the number of school districts from which members of your church are drawn:

\_\_\_\_\_ one      \_\_\_\_\_ two        X   three or more

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## CONGREGATIONAL LIFE

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### 21. Identify major trends you envision in your church in the next five years

- The aging of the current congregation and the changing demographics of the community.
- An increase in the diversity of the congregation reflecting community demographics.
- An increased use of social media.



*Sunday Fellowship Hour*

### 22. Planning

- a. All churches do planning. How would you characterize the way planning is done in your church?
- Planning tends to be short range in nature. We usually plan up to 2 months in advance.
- b. What expectations do you have of the person you are seeking in relation to the planning that takes place?
- To provide direction in support of church planning and goal setting activities and, when appropriate, to influence the congregation to move forward in a constructive manner.
- c. When is the last time your church undertook a period of discernment and long-range planning in an intentional way?
- Although there has been some long range planning begun by the Church Council, the congregation has been fully extended with day-to-day church activities, therefore some long range planning has not been realized.
- d. What were the outcomes of your intentional long-range planning?
- N/A
- e. Does your church have any plans to undertake a period of intentional long-range planning in the future?
- No specific plans exist but the congregation would like to be more proactive in planning for the future in a thoughtful way. Potential projects exist that might lend themselves to long range planning.

### 23. Reflections on Congregational Life

Comment on the following with what you believe to be the generally held responses of the congregation. If more space is needed, use additional pages.

- a. Identify the three most important faith experiences or events in the history of your church and the year each took place:



1. Taking an affirmative stance on same sex marriage and supporting the performance of same sex marriages in the sanctuary. Celebrating in 2012 the first same sex marriage of two members of the church.
2. Joining the UCC in 2012.
3. Creating a contemporary service at 9:00am, approximately 15 years ago.

- b. Identify the two most challenging faith experiences or events in the life of your church in the last three years and what the church learned from it:

1. Joining the UCC in 2012.
2. Taking an affirmative stance on same sex marriage and supporting the performance of same sex marriages in the sanctuary. Celebrating in 2012 the first same sex marriage of two members of the church.

What we learned from it:

Big decisions in the life of the church are not without conflict; communication and thoughtful reflection and consideration of differing viewpoints is essential for overall long-term success. The process must be transparent.

- c. What is God calling your church to do/become over the next few years?

1. To continue to identify ways to serve the local community and to increase ways that we demonstrate our faith beyond Sundays.
2. To continue to strengthen God's presence in our church and to show love to all people.
3. To find our true calling to serve the needs of our congregation, our community, the youth, the world and Jesus Christ.
4. To nurture our congregation while we attract new parishioners.
5. To study God's word and while we work for justice, mercy and peace.

- d. Describe how the church expects the person you are seeking to help your church reach these goals:
- By facilitating thoughtful discussions on church mission and church life.
  - By engaging lay people to continue to focus on goals and assess ways to improve effectiveness in achieving mission and goals.
  - By personifying and reflecting God’s spirit and the mission of the church.
  - By following through, by being accountable and holding others accountable.
  - By networking with various organizations around the local community to help identify issues that may impact church life.
  - By proclaiming and teaching the inclusive message of the Gospel according to Jesus Christ.

e. Choose the statement that most accurately describes the theological/faith stance of your church:  
*You may check more than one.*

- We tend to be theologically conservative.
- We tend to be theologically moderate to conservative.
- We tend to be theologically moderate.
- We tend to be theologically moderate to liberal.
- We tend to be theologically liberal.
- We tend to be quite diverse theologically.

f. Describe the educational program of your church:

Identify the curriculum used in your church school and the person or committee responsible for selection of curriculum:

- Board of Christian Education (BOCE) – “Grow, Proclaim, Serve!” curriculum
- Classes are taught by lay leaders
- The curriculum is regularly reviewed and updated.



*Sunday School: PreK - K*



*Sunday School: 1<sup>st</sup>-3<sup>rd</sup> Grades*





*Confirmation Class*

Indicate resources used for Confirmation and the person or committee responsible for the selection of these resources:

- Board of Christian Education (BOCE) – “My Confirmation” curriculum (UCC curriculum)
- The Pastor and a lay leader lead confirmation class.

Are there educational opportunities for all ages?

- Yes; Pre-K through adult

Does your church have a written Safe Church Policy?

Yes  No



*Adult Bible Study*

Describe how the church expects the person you are seeking to participate in the congregation’s educational programs Describe how the church expects the person you are seeking to participate in the congregation’s educational programs:

- By providing spiritual guidance and thoughtful leadership to lay leaders to make sure that the programs fulfill their perspective missions. By regularly participating in programs and obtaining or providing appropriate instruction for the lay leaders.

**g.** Describe how programs or ministries of your church are evaluated:

- The various boards and committees re-evaluate their programs with input from the minister and feedback from the congregation

**h.** Describe the strengths or positive qualities of your church:

1. We provide worship that expresses the Gospel in contemporary language and form.
2. We support the global mission of the church and the denomination.
3. We engage in acts of charity for persons in need.
4. We express our denominational heritage/tradition and provide Christian education programs.
5. We offer numerous opportunities for fellowship.

**24. Indicate major boards, committees, small groups, and organizations that are a part of your church; the frequency of meetings (monthly, weekly, etc.); and expectations for leadership. For leadership role use: 1 = pastor takes primary initiative and responsibility; 2 = pastor and laity share responsibility; 3 = laity takes primary initiative and responsibility; 4 = the pastor's presence is expected periodically/occasionally.**

<b>Board/Committee</b>	<b>Purpose</b>	<b># Members</b>	<b>Frequency</b>	<b>Leadership</b>
Board of Trustees	Fiduciary & operational responsibilities	12	Monthly	3
Board of Christian Education	Religious education	9	Monthly	2
Church Council	Intra-church communication	10	Quarterly	3
Library & Archives	Historic information	5	As needed	3
Board of Deacons	Ministry & worship affairs	12	Monthly	2
Worship & Music	Order of worship & music	7	Monthly	2
Membership Committee	New membership	3	Quarterly	2
Care Committee	Attend to sick, needy & homebound	3	As needed	3
World Service	Community service & outreach	15	Monthly	3
Finance Committee	Oversee financial affairs	7	As needed	3
House and Grounds	Supervise & maintain church properties	6	Monthly	3
Endowment	Manage the endowment	7	As needed	3
Personnel	Employee relations	5	As needed	2
<b>Ongoing Small Groups</b>	<b>Purpose</b>	<b># Members</b>	<b>Frequency</b>	<b>Leadership</b>
Flower and Chancel	Church adorning	4	As needed	3
Stewardship	Pledges & fundraising	6	As needed	2
Nominating	Recruitment for boards & committees	6	As needed	3
Green Team	Environmental education & sustainability	7	As needed	3
Adult Fellowship	Social fellowship	12	Monthly	3
Young Family	Social fellowship	12	As needed	3
Men's Fellowship	Social fellowship	15	As needed	3
Women's Guild	Social fellowship/annual bazaar	15	As needed	3
Wednesday Prayer Group	Spiritual fellowship	5	Weekly	2



## 25. Conflict

Most churches experience conflict at various times. Characterize your church's experience with conflict given the following possibilities. Indicate the extent to which each statement describes your church: **C** = closely; **S** = somewhat; **N** = not at all.

- S as a church, we respect and listen to each other and work things through without generating divisiveness
- S as a church, we try to respect and listen to each other, but it is not uncommon for differences of opinion to be a problem and for some people to choose sides
- S some have left our church because of conflict
- S conflict hurts our sense of unity, and we tend not to talk about it
- S painful experience with conflict has been present, but it has been worked through, and we have learned from the experience
- S we have had some painful experiences with conflict, and they linger in the background
- S open conflict is present, and we need a minister who can help us deal with it
- other Specify:

Comment:

- We have various levels of conflict that resolve themselves amicably in due course as in any diverse organization. There are some who are not comfortable with conflict and at times can be passive aggressive, thus not dealing with a problem directly.

## 26. Worship

- a. Describe the weekly worship schedule (number of services, times, languages in which the services are conducted, frequency with which communion is included, special emphases such as healing services, contemporary worship, etc.)



*Sunday Children's Message*

- Services are conducted in English at 9:00am and 11:00am on Sunday. The 9:00am service is more contemporary in nature; the 11:00am service is more traditional. Communion is served on the first Sunday of each month. A joint service is held at 10:00am on the 5<sup>th</sup> Sunday of each month, as well as during July and August.
- A praise band participates in the 9:00am service; the church choir participates in the 11:00am service. Music is usually in English but may at times include other language texts.

Are your worship services or church gatherings sign language interpreted?

Yes      No

Are there particular ministries with persons with developmental disabilities or mental illness?

Yes      No

**b.** Identify how worship is planned on a regular basis in your church:

- Worship is primarily planned by the pastor in consultation with the music director. Topics are vetted as needed by the Worship and Music committee and/or Board of Deacons.

**c.** Describe the style and content of preaching valued by your congregation:

- Sermons that are skillfully delivered, spiritually moving, inspirational, challenging, thought provoking, and biblically based.

**d.** Describe the role in worship of the person you are seeking:

- The ideal candidate is expected to be a spiritual leader and teacher who influences and leads worship activities in coordination with the Board of Deacons and the Worship & Music Committee, perhaps a celebrant worship leader that can adapt style to formal and informal services.

**e.** What hymnal(s) are currently in use by your congregation in worship?

- *The Pilgrim Hymnal* and *Sing the New Creation Hymnal*

**f.** Have you considered using another hymnal?

- Yes, in the past we have examined various hymnals.

**g.** Churches have a variety of practices related to the use of Inclusive Language in worship services. How important is this issue to your church?

- We are sensitive to this issue and utilize traditional hymns and also incorporate inclusive language, but do not require exclusively inclusive language.



*Sunday Worship Service*



*The Church-in-the-Gardens Choir*

**h.** Describe the musical life of your church:

Music plays a significant role in the spiritual life of the church, a church that has always carried the reputation for having strong musical leadership and participation. The church choral directors have had extensive musical training and experience, including a Metropolitan opera vocal coach, a Broadway musical theatre director, and several Queens College music professors, as well as composers. The church is the home for the Con Brio ensemble, Musica Reginae, The Garden Players, the Forest Hills Choir, Music Vespers, various student, college and community recitals, and of course, its own Church Choir, Youth Band

and Praise Band. In recent years, the sanctuary has also become an important performance venue for music professionals in the Queens community. Through the decades, the church choir has had very successful fund raising concerts, many of which enabled the church to purchase the beautiful, Steinway grand piano that is currently used in the sanctuary.



*Youth Band*



*Praise Band*

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**WIDER CHURCH CONNECTIONS**

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**27. United Church of Christ**

- a.** Association, conference, or other denominational programs and activities in which church members participate:

Do you send delegates to association and conference meetings?

Regularly  X  Occasionally      Never



Have members of your church ever served as delegates or visitors to General Synod?  
Yes \_\_\_\_\_ No X Not Sure \_\_\_\_\_

- b. Association, conference, or other denominational settings in which your church expects the leader you are now seeking to participate:
- New member of the UCC as of November 2012.
- c. Choose the word that best describes how lay leaders of your church consciously identify with the United Church of Christ:
- \_\_\_\_\_ closely \_\_\_\_\_ moderately X nominally \_\_\_\_\_ other

**28. Ecumenical and Interfaith Activities**

- a. Describe ways your church participated in ecumenical and interfaith activities during the past three years:
- Participated in interfaith Thanksgiving services.
  - Held joint services with local Episcopal Church annually.
  - The minister participated with the Queens Federation of Churches.
- b. Describe how your church expects the leader you are now seeking to participate in ecumenical and interfaith activities:
- We would like the minister to be engaged in the local interfaith community and encourage participation in these activities from time to time, but the primary focus in the near term needs to be on the activities occurring within the church.



*Palm Sunday*



*Sunday Worship Service*

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## RELATIONSHIP WITH MINISTERIAL LEADERS

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### 29. Relationship with Prior Leaders

- a. Characterize your church's experience with pastoral leaders over the past 15 years.

*You may check more than one response:*

In general, our lay leaders have a history of strong, cooperative relationships with the church's pastoral leadership.

We have had some fairly rocky moments, but we have worked them through, and our relationships with pastoral leaders have grown in significant and important ways.

We have had some tough times and things did not always work out.

Other. Specify: N/A

- b. Indicate the tenure of the last three installed persons who filled the position you are seeking to fill. Do not include interims:

Name	From	To
1. Rev. Noel Vanek	1992	2013
2. Rev. Steven Berry	1983	1991
3. Rev. David Rowe	1976	1983

- c. If a previous pastor or pastor emeritus is currently a member of the church, describe his or her involvement in the life of the congregation:

- Rev. Bonnie Olson has served as an associate pastor for the church and most recently provided pulpit coverage until an interim minister could be selected. She is an active member of the congregation but does not have any direct involvement on an ongoing basis with church boards or committees.

- d. In addition to financial support, describe how your church supported the most recent person to hold the position you are now seeking to fill:

- When the former minister's wife became terminally ill and passed away, we were considerate of their time and provided emotional support. We also celebrated his subsequent marriage.
- The lay leadership of the church jointly worked with the minister in carrying out the church's mission.

- e. Involuntary Terminations:

Have any of the last three persons serving in the position you are seeking to fill left involuntarily or under pressure?

Yes  No

30. Does the church have a Pastoral Relations Committee? Yes \_\_\_\_\_ No X\*  
\*This work is currently being done by the Personnel Committee.

31. If there is periodic assessment/evaluation of the nature of the work and of the performance of that work for the position you are seeking to fill, describe it:

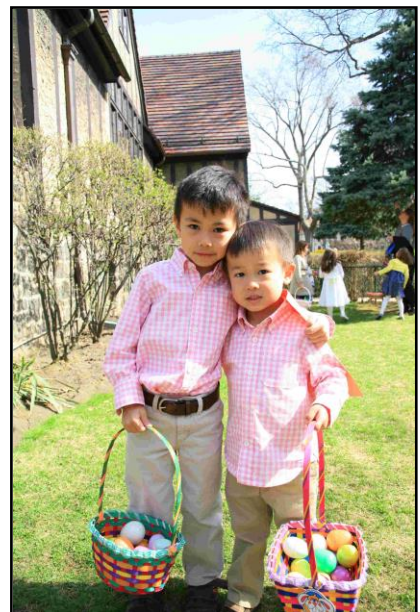
- There is an annual review by the Personnel Committee that consists of a representative from each board.

Is the periodic ministerial evaluation coordinated with a regular assessment of the overall ministry of the congregation?

- Yes



*2014 Church Picnic*



*Easter Egg Hunt*



*Sunday School Registration*



*Youth Movie Night*



### 32. Leadership Expectations

A list follows of 45 items that represent a range of qualities in the ministry of the church. Place an “X” beside the 12 items that your church feels are the most important aspects of ministry for your church at this time. All the qualities are important. However, please mark those 12 that you feel need first priority at this time. **Do not rank the items.** If the aspects you consider to be important are not included in the list, place them at the end in the blanks provided. Mark only 12\*\* of the following items.

#### Our church needs a person who...

1.   X   is an effective preacher/speaker
2.        continues to develop his/her theological and biblical skills
3.   X   helps people develop their spiritual life
4.        helps people work together in solving problems
5.   X   is effective in planning and leading worship
6.        has a sense of the direction of his/her ministry
7.        regularly encourages people to participate in United Church of Christ activities and programs
8.        helps people understand and act upon issues of social justice
9.   X   is a helpful counselor
10.   X   ministers effectively to people in crisis situations
11.        makes pastoral calls on people in hospitals and nursing homes and those confined to their homes
12.        makes pastoral calls on members not confined to their homes
13.        is a good leader
14.        is effective in working with children
15.        builds a sense of fellowship among the people with whom he/she works
16.        helps people develop their leadership abilities
17.   X\*\* is an effective administrator
18.        is effective with committees and officers
19.        is an effective teacher
20.        has a strong commitment to the educational ministry of the church
21.        is effective in working with adults
22.        inspires a sense of confidence
23.   X   works regularly at bringing new members into the church
24.        regularly encourages support of our church’s Wider Mission
25.        reaches out to inactive members
26.        works regularly in the development of stewardship growth
27.        is active in ecumenical relationships and encourages the church to participate
28.   X   is a person of faith
29.        writes clearly and well
30.   X   works well on a team
31.   X   is effective in working with youth
32.        organizes people for community action
33.        is skilled in planning and leading programs
34.        plans and leads well-organized meetings
35.        encourages people to relate their faith to their daily lives
36.   X   is accepting of people with divergent views
37.        encourages others to assume and carry out leadership
38.        is mature and emotionally secure
39.        has strong commitment and loyalty
40.        maintains confidentiality
41.        understands and interprets the mission of the church from a global perspective
42.   X   is a compassionate and caring person
43.   X   deals effectively with conflict
44.        \_\_\_\_\_
45.        \_\_\_\_\_

If there are other comments you wish to make about expectations, include one or more paragraphs here on an additional sheet.

\*\*We have thirteen entries, the first twelve were chosen by the congregation, entry #17 was included by the Search Committee.

**GENERAL**

**33. Does your governing body or your search committee have a well-defined policy against discrimination?** Yes  X  No \_\_\_\_\_ Comment:

**34. Has your congregation participated in an ONA (Open and Affirming) study/discernment process?**  
 \_\_\_\_\_ Yes  X  No \_\_\_\_\_ Comment:

**35. Is there a position description of the pastor's role and responsibilities?**  
 Yes  X\*  No \_\_\_\_\_ \*See pages 28-29

Does your church have a personnel policy covering this position? Yes  X  No \_\_\_\_\_

**36. List the titles of other paid staff positions for whom this person provides supervision and indicate whether these positions are full-time (FT) or part-time (PT).**

Title: Church Administrator	_____ PT	<u> X </u> FT
Title: Music Director	<u> X </u> PT	_____ FT
Title: Custodian 1	_____ PT	<u> X </u> FT
Title: Custodian 2	<u> X </u> PT	_____ FT
Title: Custodian 3	<u> X </u> PT	_____ FT
Title: Office Support	<u> X </u> PT	_____ FT
Title: Christian Education Coordinator	<u> X </u> PT	_____ FT
Title: Nursery School Director	_____ PT	<u> X </u> FT

**37. Name three people who have agreed to serve as references. Make sure they are not members of your church, but know your church well enough to be helpful to a final candidate seeking more information about your church, e.g., conference staff, person in community, neighboring pastor:**

Name	Telephone	Relationship to Your Church
a. Rev. Dr. Ruby M. Wilson	917-907-4741	Pulpit fill
b. Roy Rosenthal	212-677-1450	Boy Scout leader
c. Helen Hanley	718-268-2481	Director of Counseling Center of the CITG

**38. What groups or individuals in your church have contributed to, reviewed, and/or approved this profile for circulation?**

- Search Committee, Treasurer, Chair of Trustees, Personnel members and members at large.

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## STATEMENT ON LEADERSHIP IN MINISTRY

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The Church-in-the-Gardens functions with active participation by lay-leaders in virtually every aspect of church life. The primary focus of our minister should be on nurturing and growing the overall spiritual health of the congregation but we look to him/her to be a thoughtful and spiritual leader and to influence decisions in collaboration with our lay leaders in all facets of our ministry.

The Minister has autonomy over sermon topics and sets the tone and direction for all worship services with input from the lay leaders and suggestions from the congregation at his/her discretion. The minister at The Church-in-the-Gardens plays an equal role to that of the lay ministry in the following Boards/Committees: Board of Christian Education, Board of Deacons, the Worship and Music Committee, the Membership Committee; and the Stewardship Committee. Active participation in other boards and committees is desired.

The minister at The Church-in-the-Gardens is the administrative head of the organization but is expected to share tasks with the staff and to seek help from lay leaders as needed to ensure that church resources are used in an appropriate manner consistent with its mission.

The minister at The Church-in-the-Gardens should be willing to freely express his/her opinion on matters that impact the overall “health” of the congregation and the reputation of the church in our community.



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## MINISTER JOB PROFILE

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The minister, who will be duly called by the congregation, will with the help of God provide new pastoral leadership, worship experiences, and a practice of ministry with the congregation and community that will strengthen and enhance the mission and unity of this church. He or she will provide this leadership while understanding the history of this church, and will work to strengthen the identity of the church, its patterns of lay leadership and its denominational ties.

### OUR SHARED EXPECTATIONS

The minister will be responsible to the congregation at large but will report administratively to the Board of Trustees, who in turn will report all significant matters to the Personnel Committee. Pastoral services and duties include but are not limited to:

- Leading Sunday worship services, administering the sacraments (baptism and communion), and leading special services (e.g. Good Friday) with the support of the Board of Deacons;
- Ensuring coordination with the Music Director and the Liturgists for all worship services;
- Providing spiritual guidance, nurturing and counseling of congregants in crisis situations; visiting the hospitalized, ill, bereaved and other members of the parish needing pastoral care; motivating staff, laity and members to participate in care ministry;
- Conducting marriages and funerals when requested including meetings with the families;
- Collaborating with the Board of Christian Education to conduct a youth confirmation class;
- Teaching and leading occasional adult education programs;
- Leading Bible studies and attending weekly intercessory prayer group;
- Exploring ways to increase membership, conducting new member classes, preparing interested persons for membership in the church and presiding over their joining the church with the support of the Board of Deacons;
- Following-up on visitors, new members and inactive members; participating in all fellowship events;
- Working with the youth group and Sunday school leaders with the help of the Board of Christian Education;
- Working with the Board of Christian Education as needed to identify ways to improve youth and children's programming; evaluating and overseeing Vacation Bible School;
- Planning and supervising the preparation and content of church bulletins and other church communications with the assistance of staff and volunteers;
- Working closely with the Communications Officer on all copy that is published externally and on line including our Facebook page and the church website;
- Attending church board meetings including those of the Board of Deacons, the Board of Christian Education, the Board of Trustees, and the Church Council;
- Attending committee meetings including Worship and Music, Personnel, Finance, and World Service;

- Providing leadership and training for members and lay leaders of the congregation as it pertains to self-study, future planning, membership outreach and stewardship with the help of the various Boards and Committees;
- Providing strong administrative and operational oversight for the daily affairs of the church, including managing and training of staff with the help of the Personnel Committee;
- Maintaining and supporting the Church's connection with the United Church of Christ;
- Participating on behalf of the Church in ecumenical and interfaith activities in the community.

The congregation will support and cooperate with the minister and will assume responsibility for:

- Regular attendance at worship and meetings;
- Continued financial support for the church and its mission and ministries;
- Sustained lay leadership and shared ministry;
- The Personnel Committee, who will serve as a confidential support and advisory group for the full-time minister, monitor the progress of the accomplishment of ministerial tasks, and act as a communication link between the full-time minister and the congregation.



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## Conference and Association Descriptive Reference

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**Church Name:** The Church-in-the-Gardens

**Location:** 50 Ascan Avenue  
Forest Hills, NY 11375

**Conference:** New York Conference

**Association:** Metropolitan Association

**Name of Staff Assisting in the Search:** Rev. Freeman L. Palmer

**Staff Comments:**

We are a one hundred year old congregation. Formerly with the National Association of Congregational Christian Churches, we became part of the United Church of Christ in 2012. We are blessed with a beautiful location, a vibrant community, and a strong lay leadership. We worship in the most ethnically diverse area of New York City. Through our worship and programs we are a positive presence in the middle class community of Forest Hills. We seek a minister who is an effective preacher and speaker, who will help our congregation develop our spiritual lives, and who will provide thoughtful guidance and leadership as we seek to fulfill God's mission. Please see our local church profile on <http://thecitg.org>

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Signature of Staff Assisting in the Search

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Date