

Minutes of the Pastoral Search Committee
7 pm – Fiorilli Room - Monday, November 8, 2009

Guests: Rev. Barbara Libby, Interim Pastor and Rev. Ineke Mitchell, Regional Minister

Present: Michael Bower, Louise Butts, Neal Cox, Gail Hall, Bill Hoffman, Pat Howland, Laura Pawlich, Dave Sageman, Val Tribletts, Lynn Webster, and Barry Wilcock

Absent: Sarah DiGiovanni

A complete list of the Team was distributed; corrections/additions & phone numbers were added to the lists as folks gathered.

The Rev. Ineke Mitchell was introduced. She began by asking for introductions around the table inviting folks to offer one word that expressed their hope/fear for the process; she then invited sharing one blessing of the day. After prayer she highlighted that the Search Process is a Spiritual Discernment Process on the part of both the candidate and the Search Team. She presented a candle to the Team for its use at each meeting (stored on the Fiorilli Room shelves) and lighted this candle for the meeting.

Ineke emphasized the importance of team building early in the group's time together so that future work together would be as fruitful as possible.

She distributed and or brought to the table the following documents:

1. An overview page entitled **First Meeting with Search Committee** which highlighted steps and tasks to be accomplished throughout the Search process.
2. An overview page about the entire **Pastoral Search Process**
3. **Helpful information for Search committees** page which included email sites & ways to reach Ineke along with her business card
4. **Sample pages** from the most current Employment Opportunities (which is produced at the national office and updated weekly listing all churches seeking a new pastor).
5. **One copy of the Manual** entitled: A Pilgrimage through Transitions and New Beginnings – The Search and Call Resource of the United Church of Christ (accessible online)
6. Two copies of the **Covenant Around the Pastoral Search Process** which Ineke has already signed which the Team needs to review and sign. (Send one copy back to her.)
7. A copy of the suggested policy to be adopted by the local church entitled **When An Associate Pastor Expresses Interest in the Senior Pastor Vacancy** (loose inside notebook)
8. **2010 Health and Dental Plan Rates** (in front panel of Manual)
9. **Eleven year Church Profile** of Rocky Hill Congregational Church (in front panel of Manual)
10. **Chart** for Tracking the Church's progress throughout (located in back of Manual)

Ineke articulated the importance of each of the roles that needed to be filled:

- chair or co-chairs (lead/conduct meeting),
- secretary (takes notes at each meeting),
- corresponding secretary (handles correspondence with all candidates),
- chaplain (offers spiritual guidance for the team),
- PR person (writes articles for bulletins and newsletters/ keeps congregation informed about the process).

Ineke then spoke about the Congregational Profile (the 25-30 page “resume” of the church) which is the major task of the Team in its initial phase. (Copies of this blank profile are available at the ucc.org website – see page #3 mentioned above.) Creativity and unusual presentation with photos is encouraged and helps candidates get a sense of the church.

She spoke about the “teaser” (the short blurb about the church) written for the **Employment Opportunities** once the Profile is near completion – which “grabs” candidates and gets them to apply for this Pastor’s position.

Ineke then discussed some of the additional tasks to be accomplished early on:

- decisions about meeting dates/times/& places;
- the need for a budget for the Search Team for expenses that will arise,
- the covenant document that she brought and has already signed committing to work with the Search Team throughout the coming months, and
- the suggested policy on procedure when an associate pastor is interested in the senior pastor role.

After taking questions Ineke departed for home.

Interim Pastor, Rev. Barbara Libby then conducted the next portion of the meeting.

Barbara agreed to:

- get the next meeting on the church calendar with the understanding that someone on the Team would do this for all future meetings.
- have Carol Harvey make up special nametags for the Search team - Green nametags with SEARCH TEAM and each person’s name clearly marked.

Items for the Agenda for the next meeting to include:

1. Choosing chair or co-chairs, secretary, corresponding secretary, chaplain, and PR person
2. Group Building – Gail Hall
3. Review and signing of Covenant with Ineke Mitchell.
4. Review of the blank Congregational Profile (each member should print out a copy for the next meeting).
5. Snacks – Lynn Webster
6. Discussion and determination of a Sunday in the near future for an Installation Service in worship (when all Search Team would be present.)

The team agreed on the next meeting:

Thursday, November 19 - 7 pm Fiorilli Room

It was also agreed that meetings would aim for two hours in length.

Respectfully submitted,
Rev. Barbara J. Libby
Acting Secretary