

**MAYFLOWER CONGREGATIONAL CHURCH  
CHURCH INFORMATION FORM**

**Position To Be Filled** (select one)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Associate Pastor                | <input type="checkbox"/> Church Educator (non-ordained)   |
| <input type="checkbox"/> Associate Pastor (Youth)                   | <input type="checkbox"/> Campus Ministry                  |
| <input type="checkbox"/> Associate Pastor (Other)                   | <input type="checkbox"/> Chaplain                         |
| <input type="checkbox"/> Associate Pastor (Young Adult)             | <input type="checkbox"/> Administrator                    |
| <input type="checkbox"/> Pastor (Solo)                              | <input type="checkbox"/> Church Business Administrator    |
| <input type="checkbox"/> Pastor (Head of Staff)                     | <input type="checkbox"/> Executive                        |
| <input type="checkbox"/> Pastor (New Church Development/Fellowship) | <input type="checkbox"/> Minister of Music (ordained)     |
| <input type="checkbox"/> Pastor (Redevelopment/Transformation)      | <input type="checkbox"/> Director of Music (non-ordained) |
| <input type="checkbox"/> Pastor (Tent Maker/Part-time)              | <input type="checkbox"/> College/Seminary Faculty         |
| <input type="checkbox"/> Pastor (Yoked/Multiple)                    | <input type="checkbox"/> College/Seminary Staff           |
| <input type="checkbox"/> Co-Pastor                                  | <input type="checkbox"/> Pastoral Counselor               |
| <input type="checkbox"/> Designated Pastor                          | <input type="checkbox"/> General Assembly Staff           |
| <input type="checkbox"/> Mission Pastor                             | <input type="checkbox"/> Presbytery Staff                 |
| <input type="checkbox"/> Interim Ministry (Governing Body)          | <input type="checkbox"/> Synod Staff                      |
| <input type="checkbox"/> Interim Pastor                             | <input type="checkbox"/> Presbytery/Synod Stated Clerk    |
| <input type="checkbox"/> Interim Associate Pastor                   | <input type="checkbox"/> Presbytery/Synod Executive       |
| <input type="checkbox"/> Pastor (Parish)                            | <input type="checkbox"/> Presbytery/Synod Program Staff   |
| <input type="checkbox"/> Pastor (Shared Ministry)                   | <input type="checkbox"/> Youth Director (non-ordained)    |
| <input type="checkbox"/> Executive Pastor                           | <input type="checkbox"/> Other                            |

Title: **Associate Pastor for Congregational Life**

**Employment Status**

Full Time                       Part Time                       Open to Either

**Years of Experience Desired**

<input type="checkbox"/> First Ordained Call	<input type="checkbox"/> less than 2 years	<input type="checkbox"/> 2 years or more
<input type="checkbox"/> 4 years or more	<input checked="" type="checkbox"/> 6 years or more	<input type="checkbox"/> 8 years or more

### **Brief Church Mission Statement:**

Mayflower Congregational Church exists to fulfill Jesus Christ's Great Commandment, "To love God, neighbor, and ourselves," and Jesus Christ's Great Commission, "To baptize and teach others how to become a disciple of Jesus." Integral to this mission are certain Values that help us define who we wish to become. Mayflower Congregational Church is:

- "A Place to Grow" in our love for God, neighbor, and self as we reach out to baptize others about Jesus.
- An independent Christian Church
- Theologically diverse
- Dependent on God's grace
- Vibrant and joyful
- Enthusiastic and generous
- Traditional
- Committed to excellence

### **Organization and Governance**

As a Congregational church, we believe that God's will is expressed through the leading of the Holy Spirit as discerned by the members of the congregation. The Church is governed by a 16-person Council of congregation members, with each member serving a 3-year term. The Council meets monthly, and a subset of the Council meets as an Executive Committee. Council members generally act as chairs of other standing committees including Christian Education, Christian Outreach, Finance, Membership, Music and Worship, Personnel, and Youth. More than 50 congregation members serve on these committees, which also have limited terms. Other committees and subcommittees are formed to focus on particular issues or projects as needed.

The senior minister leads a 12-person, experienced staff, including the Associate Pastor, and Directors of Music, Adult Choir, Youth Choirs, Youth Ministry and Christian education.

In addition to managing monthly issues, the Council and Senior Minister annually meet offsite to listen to God's leading, and to update the vision, mission and goals of the Church.

## **Church Programs and Accomplishments**

*Outreach.* Two years ago, the Church committed to expanding our Outreach Program. Since then, Outreach has grown to represent 10% of our budget in the most recent fiscal year and countless volunteer hours. Many of our efforts are done cooperatively with other churches in the area as we serve needs in the local community. These included a local food drive that collected 10,000 pounds of food for people in the Grand Rapids area. We helped to build a home for a local family through Habitat for Humanity. Our outreach also serves people in other parts of the world. For many years, Mayflower has supported Eden Children's Village in Zimbabwe, where we support 70 orphans who come to learn about God's love. This year we supported an effort in Honduras to provide water filters for 11,000 homes helping 55,000 people avoid water-borne diseases.

*Christian Education.* Mayflower has multiple, well-established, and growing education programs for all ages. Adult programs include several Bible study groups meeting weekly, as well as special topical programs led by our ministers or outside speakers throughout the year. Adult programs also include the Disciples program, for members who are committed to an intense multi-year program to deepen their faith. Our youth and children's programs include sessions during Sunday worship, taught by more than 25 teaching teams of congregation members using a Rotation Model curriculum. The program and our commitment to it continues to grow. Communion and Confirmation programs offer targeted opportunities to help our children discover and strengthen their faith.

*Youth Ministry.* The Church committed to strengthening our youth ministry program three years ago, and retained a full time youth minister two years ago. The program has grown substantially in terms of attendance and programming. Youth participate in outreach activities including Habitat for Humanity, Operation Shoebox which donates personal care items to people in Africa, mission trips to help with poverty relief efforts, and attend national conventions and retreats on youth issues. Our Sunday Night Live program combines fellowship and Christian Education in a format that is fun and meaningful for our youth.

*Music.* Mayflower has long enjoyed a reputation for musical excellence in the community. Our Director of Music/Organist programs and performs a variety of hymns and anthems each Sunday, and explains the history of the music to the congregation during the worship service. Ensembles from the Grand Rapids Symphony participate in some services, and special guest artists participate in a concert series apart from worship services.

*Choirs.* Our adult choir performs each week during worship service and has demonstrated a diverse range of capability and styles. This year the choir performed a new composition, the Magnificat, for the Christmas cantata. Our part-time chancel choir director leads this group. Our children's choir program has its own part-time director and continues to grow each year, now with more than 100 participants in six different choirs serving various age groups from four year olds to high schoolers, including some who have been members for more than 10 years.

Nearly every Sunday, one of the children's choirs participates in the worship service, and each choir practices once a week. In addition, the youth perform a church musical in the spring.

*Membership/Finance.* God has helped us grow in membership and financial capability which helps us achieve his plan. Our current membership is 901, a total that is 10% higher than 2003 and 25% higher than 10 years ago. We welcomed 62 new member families to the church in 2008 (and baptized more than 25 children). Our revenue fully supports the needs of the church, and has grown by more than 10% each of the last two years, and has doubled in the last 10 years. The growth in the budget has helped us fund investments in Outreach, a full time Director of Youth Ministry and the expansion of the choirs and education programs.

*Diversity.* While the median age of adult members is 50, we have many young families. Each Sunday during "Children's Moments" our senior minister is surrounded by 50 or more children who pour out of the pews for a brief lesson before they head off to Sunday School. Wednesday and Sunday evenings, the church facilities are filled with children and youth participating in Christian Education, choir programs and fellowship. Our older members are also very active in the church with Bible Studies and seniors fellowship groups. A broad group of people participate in programs to keep contact with homebound members, and a "caregivers support group" to help adults providing care to others suffering from medical problems. Although Mayflower is a "destination church", our ethnic diversity reflects our local neighborhood, and is primarily Caucasian. However, we are open and encouraging of promoting diversity in our membership and through our outreach in the nearby communities within Grand Rapids.

## **50 years.**

Mayflower was founded in May, 1958 and recently celebrated our 50th anniversary. While our focus is on our future and continued growth, we are humbled by God's patience with us.

## **Describe what gifts, skills and experiences your congregation possesses to fulfill its mission.**

Above all we believe God has a purpose for our church family and seek to better understand that plan by listening for God's voice in everything we do. God has truly provided Mayflower with the people and resources we need to fulfill our mission.

*Staff.* We are blessed with an experienced staff with low turnover and extraordinary skills. Our retiring associate pastor has served Mayflower for 14 years and worked with Salvation Army for 40 years. Our music director is a renowned organist, who has performed around the world, and is an organ instructor at Aquinas College. Our choir director is also head of choral activities at Albion College and directs the Grand Rapids Chamber Choir. Our

Senior Pastor was called to Mayflower in 2005 and is a graduate of Princeton Theological Seminary and San Francisco Theological Seminary. He has taught preaching and worship at McCormick Theological Seminary in Chicago, and is author of "Creative Styles of Preaching."

*Congregation.* Our congregation supports the Church financially, through volunteer work, through their leadership on committees, and participation in education and fellowship activities. The many young families in our Church bring a vibrancy to everything we do, while the leadership, dedication and experience of our older members keep the Church functioning responsibly.

*Facilities.* We continue to invest in expanding and maintaining our facilities. Our sanctuary supports 560 worshipers while our chapel holds 100 people for more intimate occasions. After worship services, the congregation gathers in the enclosed atrium adjacent to the sanctuary for coffee and fellowship, surrounded by more than 100 varieties of plants, flowers and trees. Our fellowship hall hosts many events and allows us to provide shelter for homeless guests as part of a local multi-church program. An army of volunteers gathers throughout the year to polish the brass chandeliers or to do spring clean up and landscaping of the grounds.

*Preschool.* The 11 classrooms in our facilities are used during the week by the Mayflower Preschool which is not affiliated with the Church, but helps introduce the church to many prospective members, and is used as a convenient resource by many of our member families.

*Community.* Mayflower is located in Grand Rapids and adjacent to East Grand Rapids. Grand Rapids is a 200,000 person city within a larger metropolitan area of 1 million residents. Local entrepreneurs have started many successful businesses over the years and are highly philanthropic, helping to build arts centers, convention centers, health care facilities, an indoor stadium, and other capabilities that make Grand Rapids a destination for many who live in Western Michigan. This has supported the growth of dining and entertainment. GR has a diverse population and is home to several colleges and universities including Calvin College, Cornerstone University, Aquinas College and Grand Valley State University. East Grand Rapids is a 10,000 resident closely-knit community with one of the top public school systems in the state of Michigan in terms of both academics and athletics. The Forest Hills school district is also very strong and serves the neighboring communities of Ada, Cascade and Grand Rapids Township. The nearby Eastown area offers a diverse urban setting with unique art boutiques, restaurants and festivals.

### **Key theological issues of our church and society that are reflected in the ministry of our Church**

Our membership is fairly diverse theologically and come from many backgrounds. We educate, motivate and nurture a wide range of generations and viewpoints. As a Congregational church we have a shared belief that there is room for all who believe in Jesus Christ as Lord and Savior. While our worship style is generally

traditional, residing within the Reformed tradition, we are open to new ideas and are exploring contemporary approaches. We believe God gathers us for worship and renewal, in an atmosphere which acknowledges our dependence, God's grace and our call to discipleship.

Our ministers often preach on issues of the day using the Bible and other sources as reference. Recent sermons have touched on the challenging economic times, or issues of corruption and greed that are in the headlines. Our Senior Minister will often introduce multi-week explorations of certain Biblical themes or entire books of the Bible, yet still connect these themes to current events or real issues being faced by today's families.

Perhaps the theological issue that currently shapes and directs our efforts is a steadfast commitment to living out Jesus' commandment to love our neighbor through our Outreach efforts. These efforts seek, for example, to address the many complex issues faced by people in an urban environment, including homelessness, hunger, and personal redemption surrounding issues including substance abuse and domestic violence. Our ministries also support church members include divorce recovery, substance abuse and other personal difficulties.

### **References**

**We look forward to personally meeting all interested and qualified candidates. As part of that process, we invite applicants to consult with others who know our Church:**

Rev. Robert K. Livingston  
First Congregational Church, 608 E. Williams St., Ann Arbor, MI 48104  
Phone: (734) 662-1679

Douglas and Shirley Meyer  
3300 Hillcrest Trail, Toano VA 23168  
Phone: (757) 566-1348, Summer Phone: (231) 398-2678

## **Position Description / Major Responsibilities:**

### **ASSOCIATE PASTOR FOR CONGREGATIONAL LIFE**

#### **Congregational Life Development**

- Expand church groups to address evolving church needs and demographics
- Provide leadership to current church Bible studies, small groups and service/ fellowship groups.
- Plan monthly programs for Mayflower's seniors
- Plan social events for entire church family

#### **Pastoral Responsibilities**

- Engage with the congregation to become aware of pastoral issues and work with the church staff to provide support and encouragement.
- Maintain list of homebound and elderly members requiring care and work with Friendly Visitor Volunteer group organizing contacts and visits.
- Make contacts and visits with families as necessary.
- Make hospital visits as assigned by Senior Pastor
- Conduct weddings, funerals and memorials as assigned by Senior Pastor.
- Teach Adult Education Class as assigned by Senior Pastor

#### **Worship Responsibilities**

- Participate in Sunday worship
- Preach in Sunday worship as assigned by Senior Pastor

#### **Membership Committee**

- Meet with committee chair regularly
- Oversee Midweek @ Mayflower (intergenerational education and Choir night)

#### **Other Responsibilities**

- Attend Church Council Meetings
- Serve as staff liaison to committees as assigned by Senior Pastor
- Other duties as assigned by Senior Pastor

***Description of characteristics and qualifications needed in a person who would fill this position.***

We are seeking a candidate who feels called to serve God as our pastor and is willing to share that enthusiasm with our church family.

The ideal Associate Pastor fosters and nurtures relationships between members. He or she is someone who is a caring and compassionate individual who has the ability to relate to all ages. He or she naturally maintains a pastoral presence with the congregation in multiple ways (by greeting after worship services, by attending coffee hour, by writing letters and by maintaining contact with church members). We expect the associate pastor to possess leadership skills and to participate actively in the culture and community of Mayflower and to demonstrate commitment to a long term position.

We expect candidates would have earned Master of Divinity degree and ordination in a mainline tradition. We seek candidates who have demonstrated the ability to grow and nurture small and large groups, and to work effectively with church staff and volunteers. Through a warm and engaging personality, the ideal candidate will have the capacity to build relationships across the entire congregation.

## Ten Primary Skill Choices Selected Below:

- Administration of Programs
- Adult Ministry
- Building Renovation/Property Development
- Choir Directing
- Community Ministries
- Conflict Management/Mediation Skills
- Congregational Fellowship
- Congregational Redevelopment/Revitalization
- Counseling
- Curriculum Building
- Development of New Educational Experiences
- Evaluation of Program and Staff
- Facility Management
- Financial Management
- Governing Body Ministry
- Hospital and Emergency Visitation
- Instrumental Music
- Leadership Development
- Leading Music Ministry
- Management of Building Usage
- New Church Development
- Older Adult Ministry
- Organizational Leadership and Development
- Pastoral Care
- Preaching
- Project Management
- Rural Ministry
- Small Membership Church Ministry
- Staffing/Human Resources
- Strategic Planning
- Training Volunteers
- Urban Ministry
- Youth Ministry
  
- Administrative Leadership
- Budget Preparation
- Children's Ministry
- Communication (Written/Oral)
- Community Service and Leadership
- Congregational Communication
- Congregational Home Visitation
- Corporate Worship/Sacraments
- Cross Cultural Collaboration/Cultural Proficiency
- Defining Program Needs
- Ecumenical and Interfaith Activities
- Evangelism
- Family Ministry
- Fund Raising
- Group Process Facilitation
- Information Technology
- Involvement in Mission Beyond Local Church
- Leadership of Staff/Volunteers
- Legal/Tax Matters
- Management of Equipment Resources
- Office Management
- Organization /Administration
- Problem Solving/Decision Making
  
- Public Relations
- Scholarship/Publishing
- Spiritual Development
- Stewardship and Commitment Program
- Teaching
- Transitional/Interim Ministry
- Young Adult Ministry

**Compensation and Housing.** Effective salary is cash salary plus housing allowance and other compensation dependent upon qualifications and experience.

Housing Type            \_\_\_\_\_Manse  
                                  X \_\_\_\_\_Housing Allowance

**Geographic Choices.**

X \_\_\_\_\_ **Suggest individuals from anywhere in the United States** (or)

\_\_\_\_\_ **Suggest individuals only from specific areas checked below:**

- |                     |                           |
|---------------------|---------------------------|
| _____Alabama        | _____Alaska               |
| _____Arkansas       | _____Arizona              |
| _____California     | _____Colorado             |
| _____Connecticut    | _____District of Columbia |
| _____Delaware       | _____Florida              |
| _____Georgia        | _____Hawaii               |
| _____Idaho          | _____Illinois             |
| _____Indiana        | _____Iowa                 |
| _____Kansas         | _____Kentucky             |
| _____Louisiana      | _____Maine                |
| _____Maryland       | _____Massachusetts        |
| _____Michigan       | _____Minnesota            |
| _____Mississippi    | _____Missouri             |
| _____Montana        | _____Nebraska             |
| _____North Carolina | _____North Dakota         |
| _____New Hampshire  | _____New Jersey           |
| _____New Mexico     | _____New York             |
| _____Nevada         | _____Ohio                 |
| _____Oklahoma       | _____Oregon               |
| _____Pennsylvania   | _____Puerto Rico          |
| _____Rhode Island   | _____South Carolina       |
| _____South Dakota   | _____Tennessee            |
| _____Texas          | _____Utah                 |
| _____Vermont        | _____Virginia             |
| _____Washington     | _____West Virginia        |
| _____Wisconsin      | _____Wyoming              |

## Equal Employment Opportunity

Mayflower Congregational Church shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church.

The Personnel Committee shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall monitor the steps in this implementation taken by the Search Committee.

The Personnel Committee is to inform the Council and Search Committee of its constitutional obligations and how it might assure fairness in the calling process, consistent with the good news that in the Church, "*...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.*"

### **Pastor Search Committee Chairperson Detail:**

Mr. George Whinery Jr.

2309 Black Lake Walk

Holland MI 49424

Preferred Phone: (616) 399-4668

Alternate Phone: (616) 886-1764

FAX: (616) 396-9915

E-mail Address for Search Committee Communications: [search@mayflowerchurch.org](mailto:search@mayflowerchurch.org)