



Northbrae Community Church

941 The Alameda, Berkeley, CA 94707
(510) 526-3805

July 2020

Dear Applicant,

Thank you for your interest in the Minister position at Northbrae Community church.

Our application packet consists of the following:

- Minister Job Description
- Employment Application
- Theological Questionnaire
- Northbrae Community Church Profile

If you need any further information, please feel free to contact John Oldham, Church Council president and search committee chair, by email at northbrae3@gmail.com

To be considered for this position, please submit the completed application and theological questionnaire. In addition, please have your denominational profile forwarded to us. Application materials can be sent electronically to northbrae3@gmail.com with your name and "Minister Search" in the subject line. Or mail to

**Search Committee
Northbrae Community Church
941 The Alameda
Berkeley, CA 94707**

All materials must be received no later than Friday, **July 31, 2020**.

We look forward to receiving your information. We welcome applicants from diverse backgrounds and orientations.

Sincerely,
John Oldham
Church Council President

Northbrae Community Church
Worship and Pastoral Minister
Job Description

PROGRESSIVE BERKELEY CHURCH SEEKS ¾ TIME WORSHIP/PASTORAL MINISTER

Northbrae Community Church is seeking a new worship/pastoral minister to collaborate with our welcoming congregation and large, thriving community center. Our 106-year-old non-denominational church, without creeds or doctrines, has included members of all faiths throughout its long history. We also serve the surrounding area with a wide variety of supportive programs, averaging about 500 community members each week, many of whom could be described as spiritual but not religious. We invite you to apply for this opportunity to serve our congregation and community in an extraordinary way.

Active congregational committees, groups and programs assist the minister in providing financial oversight, facility improvements, organizing social and educational events and pastoral care assistance. As a congregation-led church, the Church Council is responsible for overall leadership of the church. The church administrator is responsible for the business affairs including facilities and rentals. The Community Outreach Coordinator is responsible for community outreach and social media.

The minister Northbrae hires shall be committed to and promote the Northbrae mission, vision, and purpose statements (see page 5 of the Profile) and welcome religious/spiritual diversity in an inclusive and loving manner. Our mission statement:

Northbrae is a welcoming and diverse community of spiritual seekers
inspired by Christian roots, receptive to all faiths and personal beliefs
and committed to service for our community
with reverence for all humanity and the Earth.

Overall Responsibilities

The minister shall be responsible for the spiritual and pastoral welfare of the congregation.

Specific Responsibilities

Ministerial Services

- Conduct worship services and lead special services of celebration.
 - a. Prepare and deliver weekly sermons using a narrative preaching style, interreligious literacy, and new perspectives on familiar issues. Pulpit duties may be shared with occasional substitutes.
 - b. Organize and prepare material for special worship services, including Easter, Christmas, Children’s Sunday, and others as needed.

c. Through regular collaboration with the church's Music Director, ensure music is an integral and relevant part of church services.

d. Due to the COVID-19 pandemic, conduct services via Zoom. As we return to in-person services, we will develop a hybrid in-person and online service.

Officiate at Religious Ceremonies

- Conduct warm-hearted Communion services monthly.
- Organize, prepare, and conduct landmark ceremonies, including baptisms, weddings, funerals and memorial services, or delegate to another ordained minister.
- Ensure that qualified guest preachers are provided in the absence of the minister.
- Working In collaboration with staff, council, and congregation, develop ideas for growing the church through outreach to the surrounding community.

Pastoral Care:

- Offer spiritual guidance and support to Northbrae members and friends.
- Welcome visitors to Northbrae services and activities and encourage follow-up contacts.
- Offer short-term crisis-oriented family and individual pastoral counseling. Refer those needing additional assistance to appropriate agencies or service providers.

Leadership:

- Attend monthly Church Council meetings, provide a monthly ministerial report.
- Attend major church meetings, retreats and social activities and support major projects.

Religious Education:

- Support the ongoing religious education programs and activities of the council and congregation.
- Support and develop new religious education opportunities.

Administrative Oversight:

Supervise the Church Administrator, Community Outreach Coordinator and Music Director with weekly coordination meetings. Work closely and collaboratively with the Church Administrator who is responsible for the day-to-day business of the church, and the future Community Outreach Coordinator who is responsible for community outreach and social media. A team approach is desired with the minister creating an environment for healthy relationships.

Accountability

The minister is accountable to the Council of Northbrae Community Church.

Minimum Qualifications

- Ordained minister with a Master of Divinity Degree (or equivalent) from a fully accredited seminary and 5 years of ministerial and pastoral experience.
- Formal training and/or experience in pastoral counseling to individuals of all ages, couples, and families.
- Demonstrated experience in providing religious leadership to a diverse fellowship.
- Strong oral and written communication skills: demonstrated effective pulpit presentation skills using a narrative style inclusive of world religions.
- Ability and willingness to work in a cooperative and collaborative way with church groups, and with individual members of the congregation.
- Familiarity with social media platforms.
- Ability to climb stairs and lift up to 40 pounds.

Compensation

Northbrae is offering the minister a yearly salary of \$69,600.

NORTHBRAE COMMUNITY CHURCH

941 The Alameda, Berkeley, CA 94707
(510) 526-3805; FAX (510) 526-3923
Email, northbrae3@gmail.com
Website, <http://www.northbrae.org>

Worship and Pastoral Minister Position, Part-time

Name: _____
(Last) (First) (Middle) (Maiden)

Present Address: _____

How many years have you lived at this address? _____

Social Security Number _____

Phone: _____ Cell: _____ Office: _____

E-Mail: _____

Have you been convicted of a felony or misdemeanor? Yes No

If yes, please explain on a separate sheet the date and nature of each offense. A conviction does not necessarily exclude you from employment.

Have you ever been denied the opportunity to work with children? Yes No

If hired, can you present proof of your legal right to live and work in this country? Yes No

Are you employed now? Yes No If yes, when would you be available? _____

May we talk to your current employer? Yes No

Have you ever been discharged or asked to resign? Yes No If yes, explain on a separate sheet.

EDUCATION

High School

Name of School _____ Date Graduated: _____

College

Name of School _____ Dates Attended _____

Degree _____ Major _____

Seminary

Name of School _____ Dates Attended _____

Degree _____ Major _____

Are you presently attending school? Yes No

If yes, name of school and address: _____

Continuing Education (Include seminars, workshops, seminary programs, etc.)

US Military rank or membership in the National Guard or Reserves: _____

LICENSE/ORDINATION

Ordained? Yes No Year _____

By what denomination or spiritual community? _____

Address: _____

Licensed? Yes No Year _____

By what denomination or spiritual community? _____

Address: _____

MINISTERIAL EXPERIENCE (Record employment in church-related ministry)

1. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Membership when arrived: _____ Church annual budget: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

2. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Membership when arrived: _____ Church annual budget: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

3. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Membership when arrived: _____ Church annual budget: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

4. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Membership when arrived: _____ Church annual budget: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

If you wish to share additional ministerial experience, please attach your resume.

Other Work Experience

1. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

2. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

3. Date: _____ to _____ Organization: _____

City: _____ State: _____ Phone: _____

Position: _____ Website: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes No

PERSONAL – CIVIC ACTIVITIES

Denominational Services (Include major positions held, writings, teaching assignments for conference centers and retreats.)

Civic/Community Activities

Hobbies and/or Other Special Interests and Abilities:

Other Activities:

REFERENCES

1

Name _____

Address _____

Phone _____

Years Known _____

2

Name _____

Address _____

Phone _____

Years Known _____

3

Name _____

Address _____

Phone _____

Years Known _____

To the best of my knowledge, the facts in this application are true and complete. If hired, untrue statements in this application may be grounds for dismissal.

I authorize the investigation of all statements in this application. The church may contact all references, employers, public agencies, and educational institutions to verify the accuracy of all

information provided by me in this application, my resume, or job interviews. As allowed by law, references may give information concerning my previous employment and any pertinent information. I release all parties from all liability for any damage that may result from furnishing this information to you.

I agree that if hired that there will be a contract between me and the church.

I understand that the church does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting an applicant as prohibited by applicable law.

I certify that I understand and accept the terms in this application.

Signature: _____ Date: _____

Theological Questionnaire

The following questions are designed to help us get a sense of your personal theology. It is important that we find a permanent minister who will be comfortable with who we are and will be able to relate to us easily. Therefore, your thoughtful responses to these questions are important to the future of Northbrae. Please respond to these questions and then add additional comments if you wish. Please feel free to discuss your personal experiences.

1. Describe your relationship with God/Divine/Mystery/Holy One.
2. Who is Jesus to you? How would you differentiate between Jesus and Buddha?
3. How do you define spiritual community?
4. What is your experience of ministering with those who uphold a variety of religious or theological beliefs?
5. What has been your experience with grief? What have you discovered or learned?
6. As with any ministry, establishing and maintaining a cordial, cooperative and respectful working relationship with Northbrae's leadership team will be a priority. Please describe for us your experience with conflict resolution among leaders on behalf of creating/maintaining a positively energized church.
7. What are the key theological issues currently facing the church and society, and how do they shape your ministry?
8. How has your faith grown or changed since you first were called to the ministry?

With our understanding of your theology, the next question addresses applying your theology to our congregation. The congregation just adopted Northbrae's Mission and Vision statements for the next five years. The Mission describes who we are, and Vision spells out what we want to accomplish in five years. So, with a new minister, it is imperative that his/her theology is in tune with our Mission and Vision. Please refer to page 5 in the *Profile* for our Mission and Vision statements.

9. Where does your theology comfortably meet with Northbrae's Mission and Vision, and where does your theology conflict with Northbrae's Mission and Vision?

Please add any comments that would help the Search Committee understand and communicate your theological stance.

Northbrae Community Church, Church Profile, 2020

Summary

Northbrae Community Church is located approximately two miles from the Berkeley campus of the University of California and the Graduate Theological Union. Established in 1914, it was the first church in North Berkeley and served as a community-gathering center, a function that continues to the present. Over more than 100 years, Northbrae has developed into an independent, nondenominational ecumenical church. Our 100-member congregation is composed primarily of educated, professional people from a variety of religious and non-religious backgrounds, including but not limited to Protestant, Catholic, Jewish, Buddhist, Eastern Orthodox, agnostic and atheist.

Our worship service follows a Protestant structure, with components revised to make them more theologically inclusive. Multi-religious symbols are present in our church.

Our landmark church buildings are situated on a beautifully landscaped property. The handsome A-frame chapel is set among ever-flowering gardens dominated by varieties of rhododendrons.

Church History

In 1914, the Presbytery of San Francisco established a church to serve the new Northbrae residential subdivision north of the UC campus. By 1920, its membership had expanded to include members of many denominations, and its name was changed to Northbrae Community Church. By 1942, the church had withdrawn from the Presbyterian Church.

Northbrae has been fortunate, in its 106 years, to have had several highly qualified ministers each of whom formulated and characterized the spirit of the church in response to unfolding cultural and theological changes. During a time of transition since the retirement of a popular minister, the church most recently has been led by a triumvirate of part-time ministers called from its membership.

As a result, over the past two years during a visioning process, the church has conducted several surveys, congregational meetings, and Council retreats, culminating in new Mission and Vision statements unanimously approved in February 2020.

The church has long welcomed a wide range of community gatherings. Building on this strong foundation, Northbrae is now committed to having its role as Community Center in visible partnership with the church. With this vision a goal, it sees its future leadership

team to include the minister, a community outreach coordinator, and the business administrator.

Theology and Worship

In the more than 100 years since Northbrae Community Church was founded, the congregation has shown a remarkable openness and reverence for the variety of religious thought, teachings, and inspirations in our world. One wall of our Chapel displays Torchbearers from around the world and through history, whose spiritual, intellectual, and social leadership have been a light for others to follow.

Our theology and worship services are deeply influenced by Protestant Christianity. Yet we worship without creeds, confessions, or limiting dogma, seeking instead to understand the messages at the heart of religion. Our order of service is as likely to contain readings from Native traditions or Buddhism as it is from the Gospels of Matthew or Mark. Many have called Northbrae a place of spiritual healing.

Beside Sunday services, Northbrae also has many groups that are spiritual but not religious, including a meditation group, spiritual writing group, study groups, and a world religions course.

Our chapel has been home to Jewish congregations, Buddhist practice groups, and interfaith families. We offer a gathering place for people of all kinds at important junctures in their lives.

Membership Summary

Northbrae Community Church's congregation is a community of seekers. Although the membership is predominately Caucasian, we come from a multitude of cultural and ethnic backgrounds and embrace our diversity. Our active members include those ranging from Gen Z and Millennials, to retired folks. While our Sunday services are attended mostly by older generations, our youth enjoy getting together informally, often at a distance during the academic year.

Organizational Structure

Northbrae is governed by a 10-member Church Council. The Council, empowered by a set of Bylaws adopted in 1996, carries out the activities and programs of the church in collaboration with church committees. The minister is a non-voting, ex-officio member of all committees and the Church Council.

Church Programs

Consistent with the position of Northbrae in the community, our programs are diverse. They may be grouped into three categories: spiritual, social, and community outreach.

Spirituality programs include:

- Sunday morning worship services
- Special worship events including Maundy Thursday service; Blessing of the Animals; Harvest Festival; Christmas Eve Candlelight service
- Weekly Meditation Group
- Choir, 3 Sundays/month
- Young Adult Seekers group
- Monthly Support Group
- Care team of 20 members
- Theology Discussion Group
- Write for Your Life group focused on personal spiritual exploration
- World Religions for Curious People
- Spiritual retreats
- Monthly Movie Night

Social programs include:

- Periodic Lecture Series
- Sunday Night Book Group
- Occasional small group dinner parties for groups of 6-10 persons
- Annual events including Easter morning egg-hunt on the front lawn, Mother's Day luncheon prepared by the men of the church, a fall bazaar, and holiday "Hanging of the Greens, cookie walk and caroling"
- Learning to Fall Safely Class

Community Outreach

The community outreach and involvement activities include several opportunities to provide service and support to outside agencies including:

- Heifer Project
- Alameda County Community Food Bank
- Berkeley Women's Daytime Drop in Center
- Berkeley Food & Housing Project
- Berkeley's Youth Engagement Advocacy and Housing Program – (YEAH!)
- Options for Recovery
- Frozen Assets – food for sick and shut-ins
- Ad hoc collections for emergency efforts such as Haiti, Pakistan, Katrina Relief, etc.

The Church also reaches out to the community in many other ways. Our doors are open most days and evenings to over 50 community groups serving more than 500 people each week. We rent office space to the Chaplaincy Institute (an interfaith seminary), Cazadero Performing Arts Camp, American Association of University Women, therapists specializing in youth, and a preschool. A large Buddhist-based group meets regularly in the chapel.

We have ten 12-step groups meeting weekly, a toddler sing-along group, puppy training classes, folk dancing and many more.

Northbrae offers its facilities and ministerial services to community members for weddings, baptisms, and memorial services, as well as landmark religious ceremonies and other special life events.

Physical Features and Symbols

Northbrae Community Church's physical plant includes approximately two acres of landscaped grounds, three well-maintained buildings and a 50-space parking lot. The Chapel was completed in 1957 and is a beautiful stone and wood A-frame structure with spectacular stained-glass windows and glass doors that open to small inner gardens. It seats approximately 300 people. Haver Hall is a classic 100-year-old structure which housed the original sanctuary and now provides a variety of meeting spaces and offices. The Hut is rented to a non-profit cooperative nurse school.

The Torchbearer stained glass windows in our Chapel embody the Northbrae narrative, suggesting that we organize our polity not around doctrine or creeds, but around "Torchbearers," including such people as Moses, Buddha, Jesus, Muhammad, Abraham Lincoln and Gandhi.

It is important to note our deep-felt connection to nature reflected in our Fourth Wall: glass doors looking out to our beautiful gardens. (View photos on the Northbrae website, www.northbrae.org)

In 2019, a major structural repair was required when dry rot was discovered in a Chapel beam. The congregation sprang into action, raising the funds needed to repair the beam and the damaged stained-glass windows.

Sacred Hoop Garden and Columbarium

The creation of a special walled garden behind the church was dedicated in 2014 to Native American spirituality and the Huchiun tribe that once lived in our area. It includes a medicine wheel of stones on the ground, is encircled with native plants used by the Huchiuns, and features a columbarium.

The columbarium serves the community as well as members of the Northbrae family, extending in yet another way our service to our community.

The garden itself is envisioned as a quiet, secluded place for reflection and remembrance of those who are part of our history.

Staff

Northbrae currently has a small paid part-time staff, supplemented by dedicated volunteers. The budget supports the following: Minister, Pastoral Care Chaplain; Music Director who supervises paid soloists for Sunday services; and Business Administrator who manages the business of the church, the church facilities, rentals, and day-to-day operations and supervises other paid facilities staff.

Financial Summary

Northbrae Community Church's 2019 operating budget includes \$325,000 for total revenues and expenses. The budget is cushioned by an Endowment Fund and a portion of the revenue from Columbarium Niches. 70% of the budget is from rental fees

Website <http://www.northbrae.org>

Northbrae's Purpose: Our long-time Statement of Purpose continues to have meaning for members:

"We join ourselves together as a church in the interest of morality and religion as interpreted by the growing thought and purest lives of humanity, hoping thereby to bear one another's burdens and promote truth, righteousness, and love in the world."

The Future

In February 2020, the Church Council and Congregation unanimously approved these Mission and Vision statements:

Mission:

Northbrae is a welcoming and diverse community of spiritual seekers inspired by Christian roots, receptive to all faiths and personal beliefs, and committed to service for our community with reverence for all humanity and the Earth.

Vision:

- Provide a warm and loving welcome for spiritual exploration and growth.
- Expand multi-faith and educational programs relevant to present and future generations to help create a just and sustainable world.
- Build a vibrant community gathering place for all people.