



**Mennonite Church**  
USA

**Mennonite Church**  
Canada

## **Congregational Information Form**

*To be completed by congregations seeking new pastoral leadership.*

### **Purpose of this form**

This form is to assist a congregation to present information concerning itself to prospective candidates for a pastoral leadership position. Completing the form will also assist the pastoral search committee in self-understanding as they assess the strengths and weaknesses which may exist at the time of pastoral transition.

#### **I. Information**

##### **A. BASIC INFORMATION AND CONTACTS**

1. **Peace Mennonite Church**  
615 Lincoln Street  
Lawrence, KS 66044

Mailing Address: **P.O. Box 451, Lawrence, KS 66044**

Church telephone: **785-841-8614**

Email: **peacemennonite@gmail.com**

Website: **peacemennonite.org**

2. Chairperson of search committee:

**Anne Bailey**  
3600 West Timber Court  
Lawrence, KS. 66049  
785.766.2762  
anne\_edwards@sbcglobal.net

3. Area church/conference: **Western District Conference (Mennonite Church USA)**

Name of area church/conference minister assisting your church's search committee  
**Heidi Regier Kreider**

Address: **PO Box 306**  
**2517 North Main Street**  
**North Newton, KS 67117**

Telephone: **316-283-6300 (office)**  
E-mail: **heidirk@mennowdc.org**

4. Year in which the congregation first began meeting or was organized:  
**PMC started meeting in homes in 1972**  
**Filed its Articles of Incorporation with Secretary of State in 1994**

##### **B. MEMBERSHIP**

1. Average Sunday worship attendance during the last 12 months: **35**

Highest attendance during that time: **60**

Lowest attendance during that time: **18**

2. Total current members: **36**

Non-resident members/friends: **30**

Resident members: **34**

Children (not members): **0**

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3. Age of members, participants and children. Give totals and percentage.

Age Group	Number	Percent
0-12	0	0%
13-18	0	0%
19-30	4	11%
31-45	6	17%
46-64	7	19%
65+	19	53%
Total	36	100%

4. Occupational profile: (ages 19-80). Give totals.

Business/manager/proprietor	6	Homemaker	5
Education/administration/teacher	15	Clerical/sales	0
Craftsman/laborer/operative	2	Student/VS	1
Medical: doctor/nurse/admin	6	Farmer/rancher	1
Church institution/admin/minister	0	Other professional	0

5. Educational level of adults:

Up to and including high school	2%
Some college or college graduate	40%
Graduate school	58%

6. Describe the racial or ethnic composition of the congregation: **Mostly Caucasian, approximately half of regular attendees was raised in the Mennonite Church.**

### C. LEADERSHIP

1. Identify the present staff position for which you are seeking a candidate. **Lead Pastor – 50-75% time**
2. Two previous persons in the above position:

Name: **Rosi Penner Kaufman, transitional pastor (50% time)**  
 Dates of service **July 2024 - present**

Name **Joanna Harader, 50-75% pastor**  
 Dates of service **2006 – June 2024**

Comment on the transitions experienced by the above staff persons. What were the reasons for their assignments ending? How were the transitions handled?

**Joanna left PMC to move to full time position at a larger church. She gave 90 days notice, consistent with the Covenant of Understanding. We followed conference guidance on the transition, with Joanna leaving good notes for the next pastor. She left on good terms with the congregation.**

3. Did your congregation follow the Pastor Salary Guidelines recommended by the denomination for the previous pastor? **Yes**

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4. Identify other staff: (assistant/associate minister, lay ministers, administrative assistant, custodian, musicians, youth)

Title	% of Full Time	Specific Responsibilities	Years Served
Administrative Assistant	25%	Job description is attached	3+ years
Treasurer - volunteer	20%	Pays bills, handles payroll, prepared financial statements	8+ years

5. Describe housing options for the above position: Is there a parsonage or a housing allowance (US) or housing credit (Canada)? **Pastor provides his/her own housing; housing allowance is included in salary.**

Is the person free to choose between these options? **No**

### II. Interpretation

The answers to the questions in this section are more difficult but probably more important in determining the qualifications needed by pastoral leadership. Use a small group to test for consensus on the answers given in this section. (Would recommend that the governing board of the congregation review and sign off on this section)

- A. Describe the commitment of your church to Anabaptist/Mennonite faith. How does this contribute to strengthening your ability to join God's mission in the world? **PMC is a Christ-centered community. Reconciliation & justice are the center of our work in the church and beyond.**
- B. What is the vision for your church? What are your priorities that shape the church's ministry?  
**Peace Mennonite Church is a Christ-centered community that seeks to create peace, work for justice, care for creation, serve others, and nurture thoughtful faith.**  
**We wish for the church to bring in younger people and to grow enough to cover committees comfortably. To have a Sunday morning church service that is inviting and welcoming and full of music with thoughtful sermons. To embrace the uniqueness of each person who enters for worship. We wish for the church to be welcoming to the Lawrence community and available to host justice events, letter writing campaigns, and musical groups. We wish for us to be a vibrant group that celebrates the love of Christ in all we do.**
- C. What is your view of the pastor's role in the church? Are there special gifts in ministry which you hope will be fulfilled? How do you expect the pastor to be a representative of the congregation beyond the congregation?
- **To provide organization for all Sunday & holiday services, with the assistance of the Worship Committee – this is our primary time to worship together**
  - **To deliver thoughtful sermons**
  - **To facilitate care for those who suffer loss, disease, fear or injustice**
  - **To extend pastoral care**
  - **To be available for appointments**
  - **To help foster connections in the church and the community**
  - **To provide a connection to the larger Mennonite Church, attend WDC & MCUSA conferences**
- D. Recognizing our differing theological orientations as persons and as congregations, make a brief statement about your congregation and the overarching theological commitments important to you. **Priesthood of all believers, Christ-centered, love-based, justice for all**
- E. Church morale: Assess the spiritual and emotional health of the congregation. Are relationships among members wholesome and harmonious? Is there openness to new ideas and ways of doing things? **We are harmonious. We are open to new ways of doing things (such as including an online aspect to Sunday worship), but not everyone would be open to new ideas.**  
**Would everyone agree with your answers? Mostly yes. If there is conflict, we have a consensus process that allows disagreements to be aired and addressed.**

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- F. What changes or trends do you envision for the congregation over the next five years? Do you have any other comments significant in the process for looking for new pastoral leadership?

As the congregation ages, there will likely be more opportunity for visitation and pastoral care. Video and livestreaming will become more important for remote participants.

### III. Organization/Ministry

#### A. CHURCH STRUCTURE

1. Identify the primary governing body (council, board, elders) which represents the church.

Coordinating Committee:

- Meets monthly, or as needed
- Five members – Moderator, Moderator-elect, Church Recorder, Treasurer, Member-at-large
- Average age is 65+, all members are currently female
- Pastor attends meetings as a non-voting participant

2. Identify five other significant leadership/programming bodies: e.g. trustees, deacons, elders, commissions, councils, boards, committees.

Committee Name	Meeting Frequency	# of Members	Avg Age	Male/Female
Worship Committee	Monthly	6	60	3/3
Peace & Social Justice Committee	Monthly	3	60	2/1
Social Committee	Monthly	3	60	1/2
Christian Education Committee	Monthly	3	40	0/3
Building & Grounds Committee	NA	1	65+	0/1
Gracious Space Committee	Monthly	2	65+	1/1

#### B. WORSHIP AND MUSIC

1. Describe your worship service: PMC has 3 Sundays with a traditional service, with online participation available. On the second Sunday of each month, PMC has an informal afternoon worship with a potluck after – this is called our “Gracious Space” Sunday.
2. What role does music play in your congregation? Music has a significant role in our services. We love to sing in 4-part harmony, no projection screen and no praise choruses.
3. What song books/collections of music does your congregation use? Voices Together, Sing the Story, Sing the Journey
4. Name the musical instruments used in worship and other events (piano, keyboard, organ, guitar organ, drums, handbells, violin, etc.) PMC has an electric piano, which is used in most services; it also has a variety of small percussion-type instruments that are pulled out for certain songs. Song Leaders, Accompanists, people providing special music often bring their own instruments – accordion, fiddle, guitars (electric & acoustic).
5. Identify choirs and/or music groups: No regular choirs or music groups; ad hoc choirs are formed for special occasions (Easter, Christmas, etc.), other music groups perform for Preludes.

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### C. CHRISTIAN FORMATION- Describe your approach to Christian Formation

1. Number of children's classes: 0      Total Sunday school enrollment: 0  
Number of youth classes: 0      Average total attendance: 0  
Number of adult classes: occasional classes  
What curriculum resources are used by these classes? NA
2. How does the congregation attend to the formation needs of persons of all ages? Baptism and/or Membership classes are offered annually by the pastor, but are only held if there is interest.
3. What other opportunities are there for growth and transformation? PMC occasionally hosts special speakers. Our Gracious Space service encourages conversation and participation.
4. Describe the involvement of youth in the life of the congregation: In the past year, they have shared special music and their Conscientious Objector statements.  
  
Does your church support and send young people to Mennonite camps, area church/conference and colleges? Yes, we encourage our youth & young people to go to Mennonite camps & conferences, but nothing in the budget for this
5. Does your congregation have active small groups? If so, describe the number of groups, focus of the groups and how often they meet.  
Thursday Prayer Group meets weekly  
Games Night is held monthly
6. What men's/women's groups are active?  
"Wise Women" is a weekly women's gathering for conversation & coffee  
"Wise Guys" is a weekly men's gathering for conversation & coffee
7. What ministries do you have for children, youth and young adults over 18, etc.?)  
College-age group meets weekly, with 3-4 participants
8. In the next five years, PMC anticipates a stable membership.  
Why? We are an older population. As people pass away or move closer to children, others fill their place. As a college community, we are inherently transient, but there is a stable core group.

### D. OUTREACH AND EVANGELISM

1. Describe how you cultivate the visibility of your church in the community.  
PMC is listed in the Lawrence Journal World's weekly list of local churches. We have a website & a facebook page. Pastor is involved in the Lawrence Pastor's Group; PMC participants are active in Justice Matters, a local organization that works to address society issues at the local level; PMC partners with First Baptist Church to serve one meal each month at LINK, the local soup kitchen.
2. Describe how you connect to seekers and make new disciples. Primarily word of mouth; this is not a strength for PMCs.
3. Describe your congregation's ministry in and with the community.  
LINK (local soup kitchen), Justice Matters, Ballard Center, Free Little Pantry on church grounds, Benevolence Fund for members, participants, friends & neighbours.

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**E. HOW DOES THE CHURCH UTILIZE TECHNOLOGY IN WORSHIP, IN TEACHING, AND IN OUTREACH IN THE COMMUNITY?** We use Zoom. Remote participants can log in to the worship service to participate.

**F. CHURCH BUILDING AND PROPERTY**

1. PMC owns its building.
2. Seating capacity of sanctuary or worship area: 96 seats
3. Date of construction of church building: 1980s original construction. Major expansion in 2018; new parking lot in 2023.
4. Date of last renovation. 2018

Describe what was done: New sanctuary; original building remodeled into kitchen, offices, classrooms.

What if any building/renovation program is needed or projected? The older HVAC system is approaching the end of its life and will need to be replaced in the next couple of years.

5. Describe the educational facilities. 2 classrooms & a nursery
6. Describe the fellowship and/or recreational facilities. Our sanctuary is our fellowship hall; it is 1,113 sq ft; total building is 3,660 sq ft.
7. Describe the church office location and equipment: Computers, phones, other. 2 offices (131 sq ft each) are located in the building, one for the pastor and one for the admin assistant. We have one phone number (land line). Pastor & admin assistant each have a dedicated computer. High speed internet is provided at the church.
8. Are building and equipment adequate for the needs of the congregation? Describe any special assets or liabilities of the building. Yes, building and equipment meet the needs of the congregation. Church property is an asset – it has expansive outdoor gardens and a new parking lot.
9. Name the insurance company and describe the coverage for church liability, property, pastor's liability, etc., for the church. Brotherhood Mutual Insurance Company. Coverage includes:
  - Building insurance (replacement cost)
  - Personal property insurance
  - Liability coverage (\$1,000,000)
  - Directors & Officers liability coverage
  - Employment practices coverage
  - Cyber liability coverage
  - Workers Comp
10. Are there community programs or groups who also utilize your church facilities? Who are they and how often do they use the building? Yoga group (occasionally), site for an annual kids free clothing exchange, North Lawrence Neighborhood Association (NLNA) monthly meetings, Threshold Choir.

What interaction do you have with them? Minimal; some members participate or are present as host.

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### G. CHURCH STEWARSHIP/FINANCES

1. Based upon your last report (2024), identify the expenses.

#### Local Church

Employee Expenses	\$59,388
Other Expenses	5,413
Local needs and outreach	2,541
Buildings and facilities	19,923

**TOTAL LOCAL CHURCH EXPENSES \$87,265**

#### Non Local Contributions

WDC	2,080
MC USA	1,536
Mennonite inst. & agencies	687
Mennonite Central Committee	616
AMBA	308
Non-Mennonite causes	232

**TOTAL NON-LOCAL CONTRIBUTIONS \$5,459**

**TOTAL EXPENSES (2024) \$92,724**

2. Church budget

Who makes recommendation regarding pastoral and staff salaries? We use the salary guidance issued by Everence to establish pastoral salary & benefits. Inflation measurements used in this guidance is also applied to the other employee's hourly rate.

Who determines church budget or makes recommendation to the church? PMC Treasurer drafts a budget recommendation based on prior years' expenses, salary guidance from Everence and other factors; final budget draft comes from the Coordinating Committee. Budget is approved by the congregation at its January meeting.

What plan is used to challenge the church to Christian stewardship. No formal stewardship plan. We consider a 10% tithe to local & non-local NGOs in addition to Mennonite entities as an ultimate goal, but frequently the budget does not reflect that goal.

2025 budget \$114,382 (50% Pastor position)

3. Church indebtedness? Yes Amount \$48,564 (31-Dec-2024)

How is it being reduced? Monthly mortgage payment, designated donations, year-end surplus

### IV. Relationships

#### A. COMMUNITY

1. Character of community your congregation serves or in which it is located:  
Lawrence is a university town, with a population of approximately 100,000
2. Which best describes this community? Lawrence is growing at a faster rate than the state of Kansas; since 2020, its population has increased 1.79%.

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3. Describe racial or ethnic composition of the community. **76% white, highly educated population**
4. List two or three primary business/industries in the community. **Education services (KU, public schools), Health care & social assistance, retail trade**
5. Identify other Mennonite/Anabaptist churches in the community, if any. **None**  
What other churches and faith groups are in the community? **A broad array of Christian and other faith groups.**
6. Name of nearest college or university: **University of Kansas, Haskell Indians Nations University**  
  
In what way does your church relate to this academic community? **A church member hosts a weekly Bible study for college students on the KU campus. 2-4 students attend the gathering.**
7. Identify significant issues confronting your community. **As a town centered around two universities, there is a transient nature to the demographic. Lawrence has also become a place to come to retire, and is a bedroom community for Topeka and Kansas City. Lawrence is a welcoming community that is sometimes a target for conflict regarding social issues.**
8. Describe what you believe to be distinctive assets of your community. **Many educational, spiritual and cultural opportunities are available. The universities bring diversity. Lawrence is surrounded by fertile farming areas. Lawrence is located between the state capitol and Kansas City, both within easy driving distance. Go Royals! Go Chiefs!**
9. Describe your congregation's ministry in the community. **LINK, Little Food Pantry, donations to Just Food & Ballard Center,**
10. How does your congregation work with ecumenical and interfaith efforts? **Justice Matters, LINK, close relationship with First Baptist Church.**

### B. AREA CHURCH/CONFERENCE

1. Describe your relationship with and your participation in the area church/conference. **I-70 Ministers Group; WDC Annual Assembly**

### C. WIDER CHURCH

1. Describe your relationship with and your participation in Mennonite Church Canada/Mennonite Church USA. **Pastor/(delegates) attend Mennonite Church USA conventions; support coursework of pastor and other members at AMBS. We support MCC**

### V. Conclusion

- A. Compile your congregation's response to the "Congregational and Pastoral Priorities" found [here](#).
- B. Send a copy of this form to your area church/conference minister. You may also use copies to send to prospective candidates whom you may wish to interview.

Name of group or persons responsible for completion of this form: **Coordinating Committee**

Date of completion: **February 2025**