

## **Candidate Records**

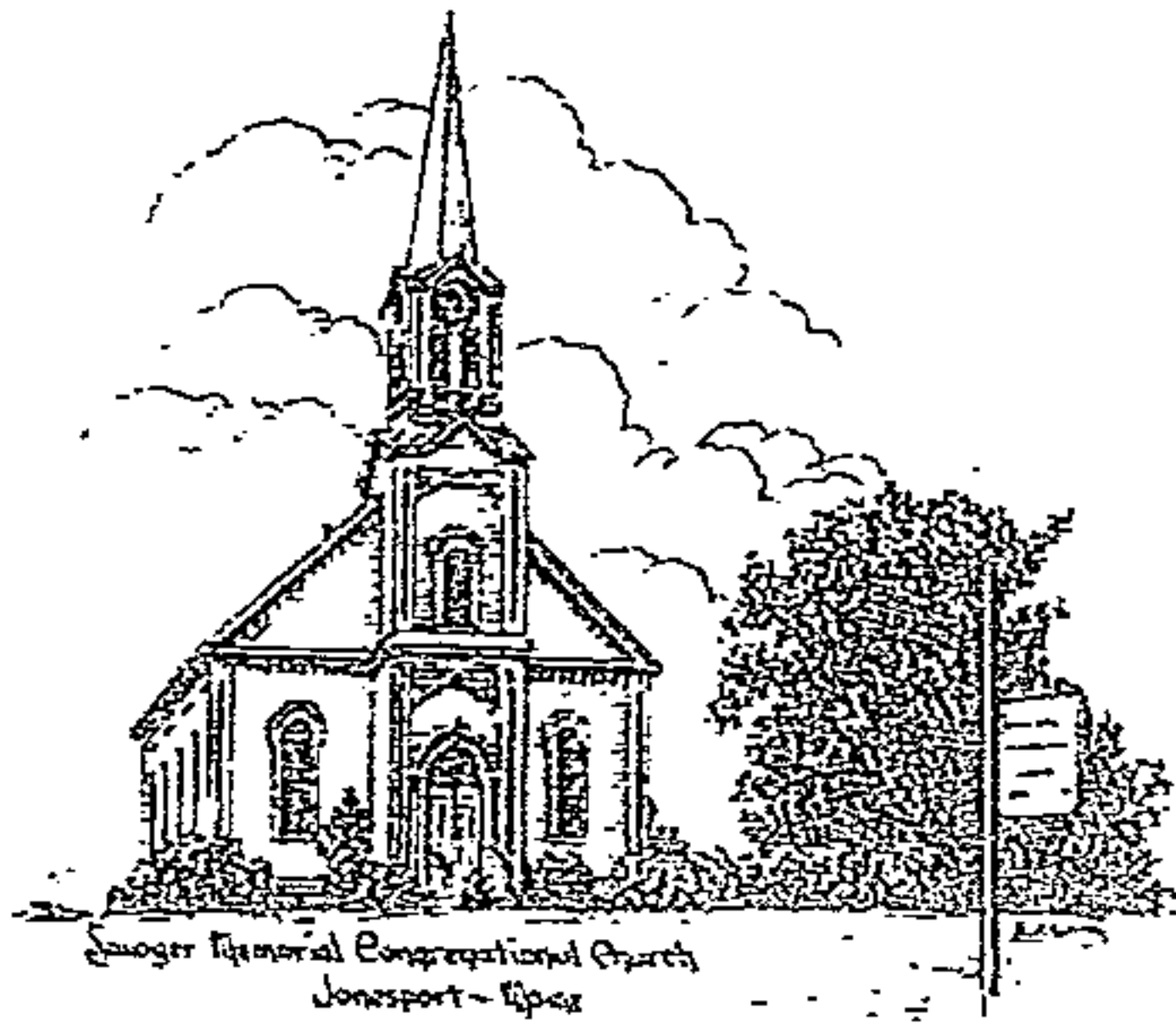
### **Ecclesiastical Council of the Vicinage**

**May 5, 2012**

**Phyllis W. Merritt**

- I. Copy of Letter Missive
- II. Record of SMCC Action
  - Regarding Ordination
  - Regarding the calling of an Ecclesiastical Council
- III. Certification of Church Membership
- IV. In-care Status Equivalency
- V. Record of Licensure
- VI. Certification of Baccalaureate Decree
- VII. Certification of Seminary Decree
- VIII. Record of Congregational Foundation for Theological Studies Participation
- IX. Letter of Call
- X. Candidate's Response
- XI. (Request to the Board of Deacons)
- XII. (Record of Deacons' Action)
- XIII. Faith and Christian Experience Paper

*She won't thank there!*



Sawyer Memorial Congregational  
Christian Church, N.A.C.C.

P.O. Box 249  
Jonesport, Maine 04649  
Tel. (207) 497-5985

April 5, 2012

The Sawyer Memorial Congregational Church of Jonesport, Maine sends Christian Greetings to the member churches of the Congregational Christian Council of Maine

Dear Brothers and Sisters in Christ:

The Great Head of the Church has united us in determining to set apart Phyllis W. Merritt for the Christian Ministry through the solemn act of ordination.

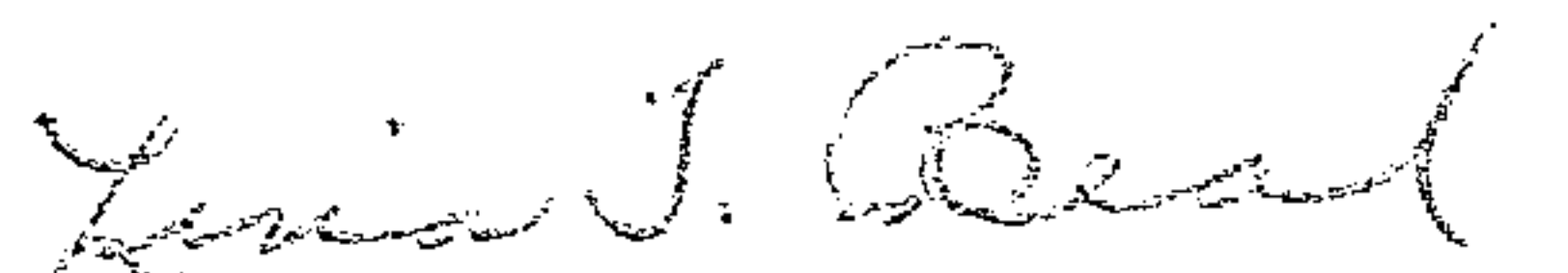
We therefore request your attendance at the Lubec Congregational Christian Church, 46 Main Street Lubec, Maine by your Pastor and two delegates (or three delegates if there is no settled Pastor), at 10:30 a.m. on Saturday, the fifth day of May, 2012. We ask that you review our proceedings, meet and hear the candidate, and advise us with reference to the same. If judged fitting, we then ask you to proceed with us to the Service of Ordination to be held at 2:00 p.m. on Saturday, the seventh day of July, 2012 at Sawyer Memorial Congregational Church in Jonesport.

The Lubec church will provide a soup and sandwich lunch for a moderate charge to those who attend on May 5. Dinner will be offered at Sawyer Memorial on July 7. Please indicate on the enclosed card the number of individuals whom we can anticipate. We are certain that you understand our request for official representation of Pastor and delegates is the norm. Others who are interested are welcome to attend as well. It is imperative that we have meal reservations as soon as possible.

A quorum for the Council will be declared when those present have answered the roll call. Each delegate and Pastor have one vote (three per church).

Wishing you grace, mercy, and peace  
We are fraternally yours,

  
Sandra Moffett, Moderator

  
Lina T. Beal, Clerk of the Church

  
Beverly Griffith-Williams, Chairperson of the Board of Deacons



*Sawyer Memorial Congregational Church*  
*P.O. Box 249*  
*Jonesport, Maine 04649*  
*(207) 497-5985*

April 10, 2009

Phyllis W. Merritt  
P. O. Box 284  
Jonesport, ME 04649

Re: church membership

To Whom It May Concern;

According to our church records, Phyllis W. Merritt became a member of our church in October 1988 with Reverend J. Clifford Davis officiating.

Respectfully yours,

*Nancy S. Sawyer*  
Nancy S. Sawyer, church clerk

Copy  
08/24/11

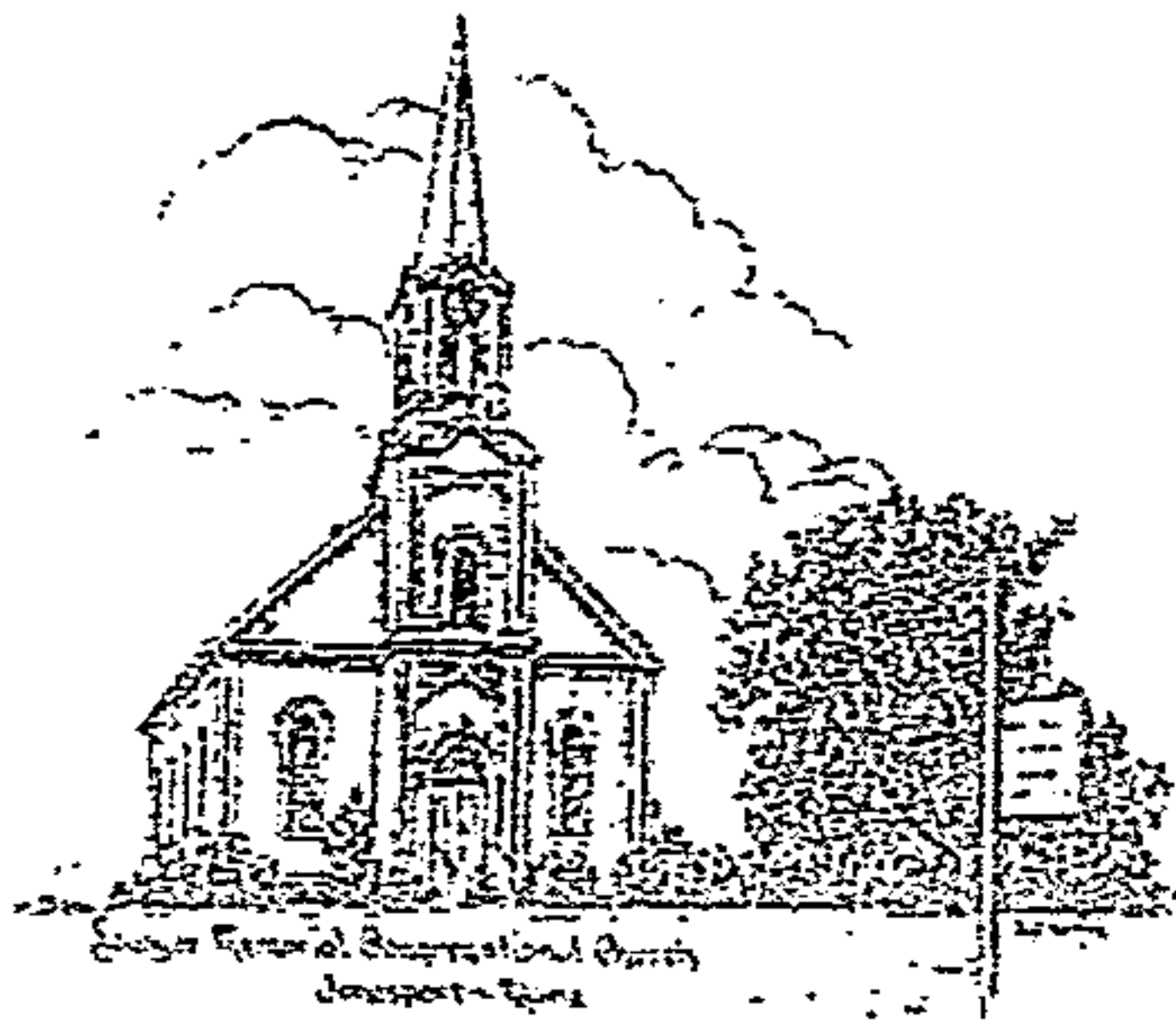
Action of the  
Executive Board  
Sawyer Memorial Church  
Jonesport, Maine

July 17, 2011

Purpose: To authorize Phyllis W. Merritt to function as a licensed pastor for Sawyer Memorial  
Congregational Church for the period of one year from this date. She may serve communion and  
perform baptism during that time.

Passed by the members of the Executive Board: Yes 9 No 0

Signature:	Office:	Date:
<u>[Signature]</u>	<u>Trustee</u>	<u>07/17/11</u>
<u>[Signature]</u>	<u>Deacon</u>	<u>07/17/11</u>
<u>[Signature]</u>	<u>Treasurer</u>	<u>7/17/11</u>
<u>[Signature]</u>	<u>Trustee</u>	<u>7/17/11</u>
<u>[Signature]</u>	<u>Moderator</u>	<u>7/17/11</u>
<u>[Signature]</u>	<u>Historian</u>	<u>7/17/11</u>
<u>[Signature]</u>	<u>Secretary</u>	<u>7.17.11</u>
<u>[Signature]</u>	<u>Treasurer to Women's Hand in Hand fellowship</u>	<u>7/17/11</u>
<u>[Signature]</u>	<u>Deacon</u>	<u>07/17/11</u>



Sawyer Memorial Congregational  
Christian Church, N.A.C.C.C.

P.O. Box 249  
Jonesport, Maine 04649  
Tel. (207) 497-2174

Rev. Mark Tanner, Moderator Congregational Christian Council of Maine  
Skowhegan Federated Church  
13 Island Avenue  
PO Box 504  
Skowhegan, ME 04976

August 11, 2011

To the Member Churches of the Congregational Christian Council of Maine from Sawyer Memorial  
Congregational Church:

On June 5, 2011, the Great Head of the Church united us in the choice of Phyllis W. Merritt to be our  
Pastor and Teacher, and she accepted our invitation.

We find her to be a member in good standing of the Congregational Church. She has given evidence of  
her academic preparation and her ability to minister to others in Christ's name. We feel that she has  
been called by God to service in the Church. We are satisfied that she is qualified to be our Licensed  
Minister, and we look forward to working with her on her way toward ordination.

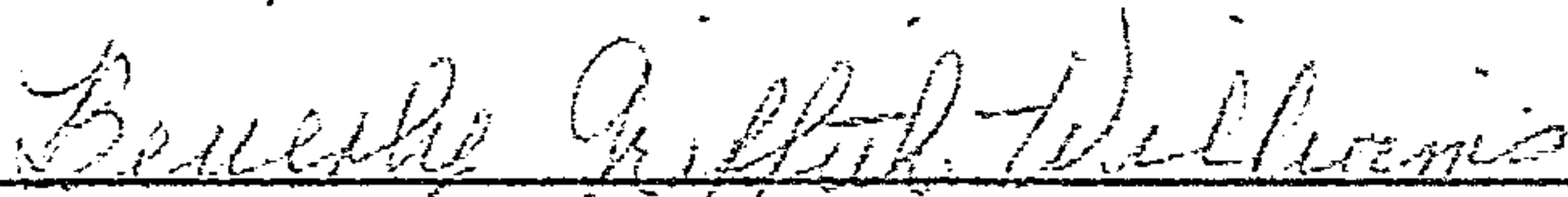
Wishing you grace, mercy, and peace



Sandy Moffett, Moderator



Lina Beal, Clerk



Beverly Griffith-Williams, Board of Deacons

On behalf of the church

*copy  
PM Aug 22, 2011*

cc: Rev. Dr. François K. Akoa-Mongo, Ambassador Eastern Region Congregational Christian Council of  
Maine  
Rev. Colin Windhorst, Moderator, Washington County Association of Congregational Christian  
Churches and Ministers

Sandy Moffett, Moderator  
Lina Beal, Clerk  
Beverly Griffith-Williams, Board of Deacons  
Sawyer Memorial Congregational Church  
28 Sawyer Square  
PO Box 249  
Jonesport, ME 04649

August 11, 2011

To the Members of Sawyer Memorial Congregational Church:

It is with great joy that I formally accept the invitation issued by vote of the congregation on June 5, 2011 to be your Pastor and Teacher.

I appreciate the prayer, fellowship, support, and guidance the church has given me during my time of discernment before and during my years at seminary. I also appreciate the several interview sessions to which the search committee invited me. Their questions were tough but fair.

Throughout this process, I know that God has been calling me first to the ministry, to seminary, to the NACCC, to CFTS, to Washington County, and, finally, to this church. I look forward to our journey together.

In Christ's love,

*Phyllis W. Merritt*

Phyllis W. Merritt

*copy  
Aug 22, 2011*

PO Box 284  
Jonesport, ME 04649  
207.497.2294  
[merriphy@hotmail.com](mailto:merriphy@hotmail.com)

March 16, 2012

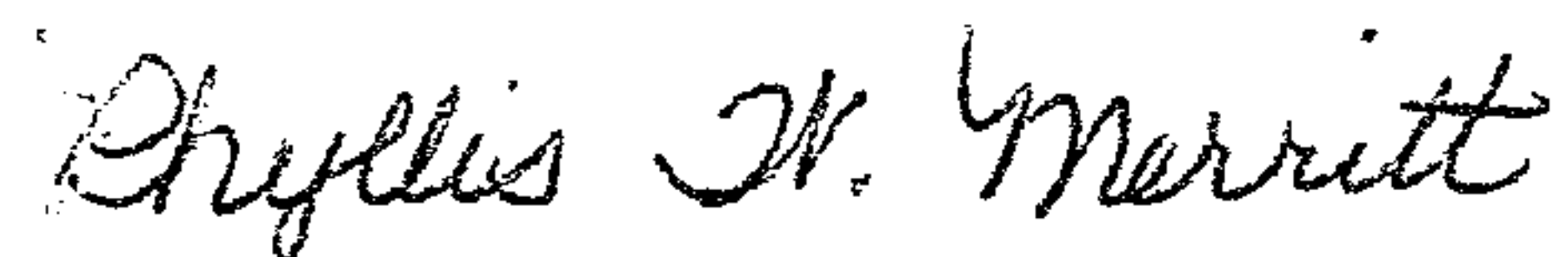
Ms. Beverly Griffith-Williams  
Chairperson  
Board of Deacons  
Sawyer Memorial Congregational Church  
PO Box 249  
28 Sawyer Square  
Jonesport, ME 04649

Dear Ms. Griffith-Williams:

I am writing to request consideration for ordination by the Sawyer Memorial Congregational Church. I understand that a request first comes to the Board of Deacons, so I would like to attend your next scheduled meeting to present my records for examination.

Thank you.

Sincerely,



Phyllis W. Merritt

**Sawyer Memorial Congregational Church**  
**Jonesport, ME**  
**Deacon's Meeting/ Notes**  
**3/18/2012**

**Present:** Pastor Phyllis Merritt, Beverly Griffith-Williams, Mary Peabody, Linda Hall, Amanda Alley, Colon Alley, Sharon Hext, Judy Crowley and Elaine Brown.

**Opening Prayer:** Beverly

**New Business:**

1. Request for ordination of Pastor Phyllis Merritt by the Sawyer Memorial Congregational Church
  - a. Letter to deacons (see attached)
  - b. Pastor Phyllis presents records: Pastor Merritt presented her schooling, training and experiential records for the perusal of the Deacons of SMCC. Pastor Phyllis explained each document as we examined it and answered all the questions put to her by deacons. The Pastor then excused herself while the Deacons discussed whether we wanted to approve Pastor Phyllis for ordination within the Sawyer Memorial Congregational Church. A motion was made and seconded to consider the ordination of Pastor Phyllis who would eventually become our ordained Minister. A short period of discussion occurred and the motion was moved to a vote. The vote was unanimous in favor of Pastor Phyllis's ordination.
2. Explain the procedures we must go through for ordination to take place:
  - a. On April 1, 2012, the Moderator of the Church will present the motions to ordain Pastor Phyllis to the Church members who will vote by secret ballot. If approved, Officers of the church will draft and send a letter missive to the area churches in our CCC organization to convene an Ecclesiastical Council to be held in Lubec. Once approved by the council, we will be involved in the arrangements for the July 7<sup>th</sup> ordination ceremony to be held at our church.

**Old Business:**

1. The Diaconate will be seeking new deacons for the coming year as we have lost some deacons to health issues.
2. Consider new Church year calendar and the months you will deacon for the church.
3. Other business?

**Benediction:** Linda

Signed.....*Beverly Griffith-Williams*.....Date...*4/4/2012*.....  
Beverly Griffith-Williams, Chair of Diaconate

Signed.....*Lina Beal*.....Date...*4.11.12*.....  
Lina Beal, Church Clerk



Two letters  
presented as  
"equivalency" for  
in-care status

SAWYER MEMORIAL

CONGREGATIONAL CHURCH, N.A.C.C.C.

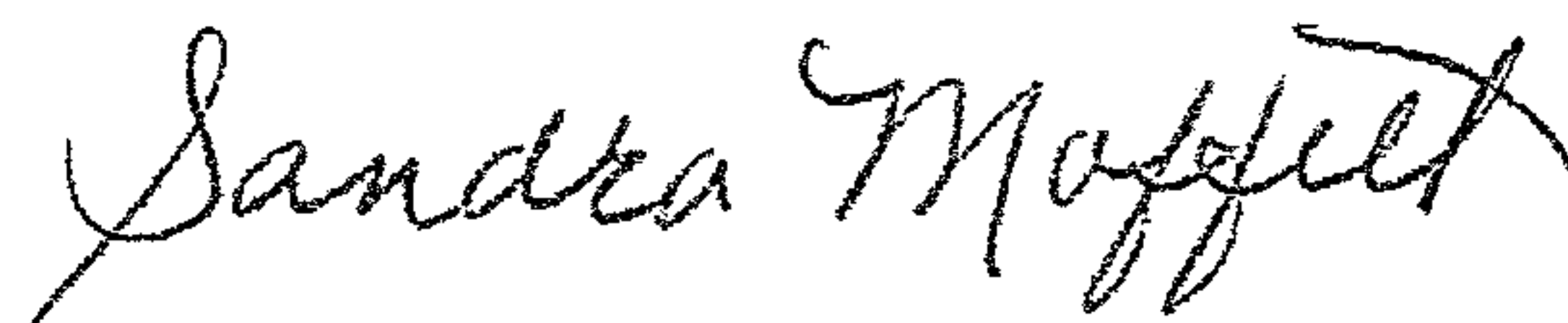
P.O. Box 249

Jonesport Maine 04649

April 9, 2009

We the members of the S.M.C.C. are pleased and proud to support Phyllis W. Merritt in her efforts in seeking ordination as a C.C.C. minister. We are fortunate to have such a caring, knowledgeable Christian leader in our congregation. She will be an asset to the C.C.C. Association.

Respectfully yours,



Church moderator

April 9, 2009

Rev. Dr. D. Elizabeth Mauro, Dean  
Congregational Foundation for Theological Studies  
Center for Congregational Leadership  
Olivet College  
Burrage Library  
Olivet, MI 49076

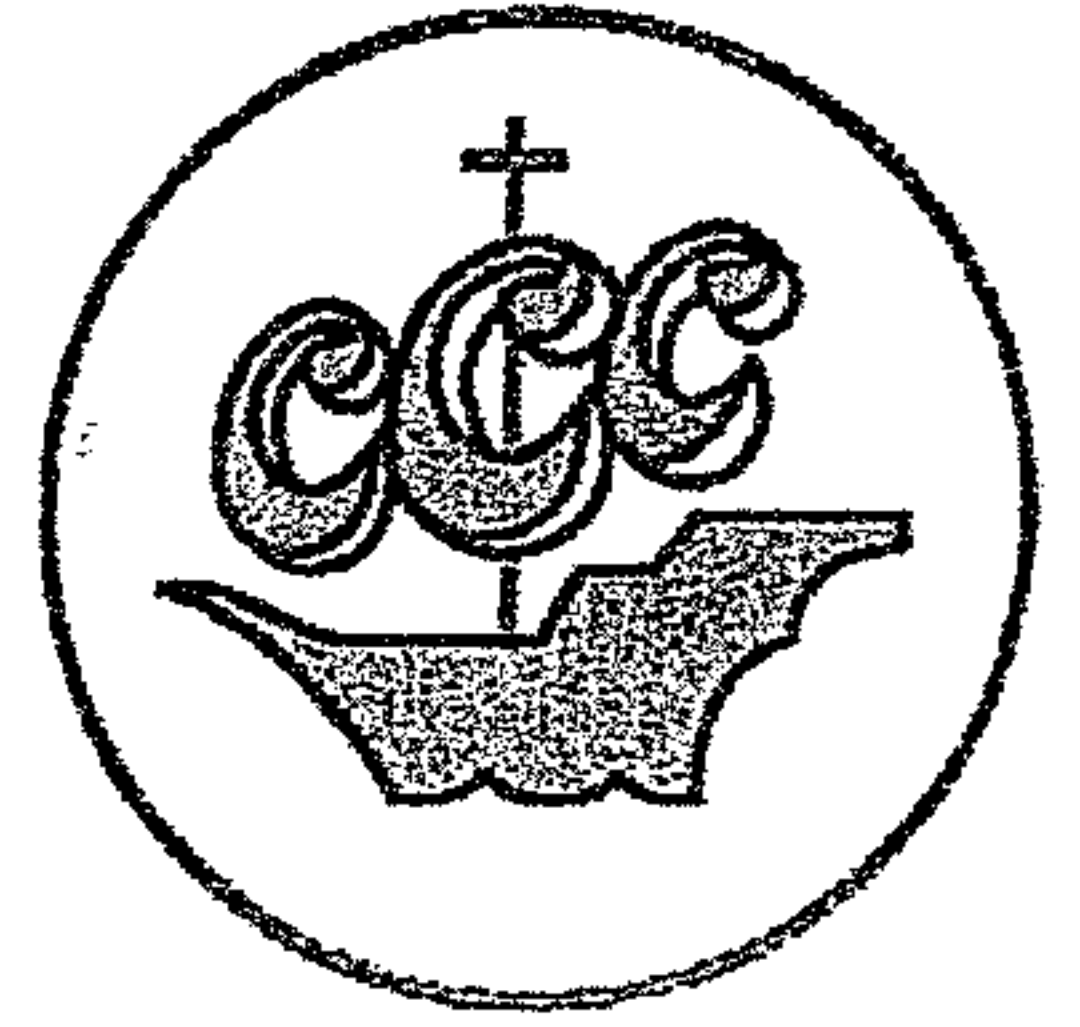
Dear Rev. Dr. Mauro:

As current pastor of Sawyer Memorial Congregational Church, I support Phyllis Merritt in her plan to seek ordination. I will be leaving SMCC as of May 1, 2009 but will give her what support I can after that date.

Sincerely,

  
Rev. George L. Woodward

# National Association of Congregational Christian Churches



## Center for Congregational Leadership

Burrage Library – Olivet College – Olivet, MI 49076  
(269) 749-7228 – (800) 262-1620 – FAX (269) 749-7290  
bmauro@nacc.org – www.nacc.org

*Two letters to support  
CFTS participation.  
Graduation will be  
at annual meeting in  
June 2012.*

July 7, 2009



*Congregational Foundation  
for Theological Studies*

*Chair*

Rev. Charles Packer  
*Michigan*

Rev. Adrienne Eggleston  
*California*

Carl Francis  
*Massachusetts*

Dr. Janet Bell Garber  
*California*

Mr. Steven Hoth  
*Iowa*

Rev. Tom Van Tassell  
*Iowa*

*Executive*

*Committee Liaison*

Rev. Casey vanderBent  
*Minnesota*

*Dean*

Rev. Dr. D. Elizabeth Mauro  
*Michigan*

Phyllis Merritt  
P.O. Box 284  
Jonesport, Maine 04649

Dear Phyllis,

Congratulations on your acceptance into the Congregational Foundation for Theological Studies. Enclosed you will find a form for you to sign that confirms your entrance into the program. Please read it, sign and return to me.

Susan Carson at the NACCC office will be sending you by USPS a welcome packet which will contain:

1 CD – Worship Resources for Congregational Christian Churches

1 CD – Congregationalism 101 by Rev. Dr. Steven Peay

2 Booklets

– Principles and Practices: The Congregational Way of the Churches of the National Association

- What it Means to be a Member of a Congregational Church

4 Pamphlets from the Congregational Way Series:

- With One Sound of the Heart by Howard J. Conn

- The Congregational Christian Way of Life by Phil R. Jackson

- The Biblical Basis of Congregationalism by Harry R. Butman

- The Meaning of the Meeting House by Arthur A. Rounser, Jr.

I am adding you to our student mailing list. You may expect to hear soon about scholarship awards. Please free your schedule to attend the CFTS Fall seminar at The Center for Congregational Leadership at Olivet College September 24, beginning at 4 pm through September 27, ending after worship (noon time).

If you have any questions, please don't hesitate to contact me. Again, congratulations! I look forward to our time together.

Blessings,

*Bringing together Congregational Christian Churches  
for mutual care and outreach to our world  
in the name of Jesus Christ.*

From: **Betsey Mauro** (bmauro@naccc.org)  
Sent: Wed 3/14/12 11:46 AM  
To: Phyllis Merritt (merriphy@hotmail.com) and others  
Cc: Marie Steele (msteele@naccc.org)

Hi, all. I hope you are keeping in mind your travel reservations for the June annual meeting. Please plan to arrive on Friday night, June 23, and fly out on Wednesday, June 27. The CFTS graduation recognition is on Tuesday and the CFTS/DFM reception is on Monday.

As you consider your travel reservations, please keep an eye out for good airfares (if flying). You may make your reservations at any time. Delta is offering a discount. Ticketing is available at [www.delta.com](http://www.delta.com) or by calling Delta Meeting Network Reservations at 800-328-1111. There will be an extra charge if you make your reservations by phone rather than on the web. When booking online, select Meeting Event Code and enter NM8YT. Keep in mind, however, that from your travel locations other airfares may be cheaper than even the discounted Delta fares. Once you make your reservations, send a copy of the receipt to me and I will submit it for direct reimbursement to you.

Here is a list of this year's graduates:

Phyllis Merritt  
Julie Johnson Staples  
Gloria Jean Skeete  
Lisa Bolton Hunt  
Maggie Wallin  
Reno Wright  
Julie Sheridan Smith

Please also remember to send me your choice of Bible (per previous email) and remember that your registration form for the annual meeting must be in by April 15<sup>th</sup>.

If you have any questions, please don't hesitate to contact me.

Rev. Dr. D. Elizabeth Mauro, Dean  
Center for Congregational Leadership  
320 S. Main Street  
Burrage Library  
Olivet College  
Olivet, Michigan 49076

1-800-262-1620 x12  
269-749-7228  
Fax: 269-749-7290  
[bmauro@naccc.org](mailto:bmauro@naccc.org)

A Ministry of the National Association of Congregational Christian Churches

# University of Maine

*To all who see these presents, Greeting:  
On recommendation of the President and Faculty of the  
University of Maine at Portland - Gorham, the  
Trustees of the University of Maine have conferred upon*

**Phyllis W. Merritt**  
*the degree of*

**Bachelor of Science**

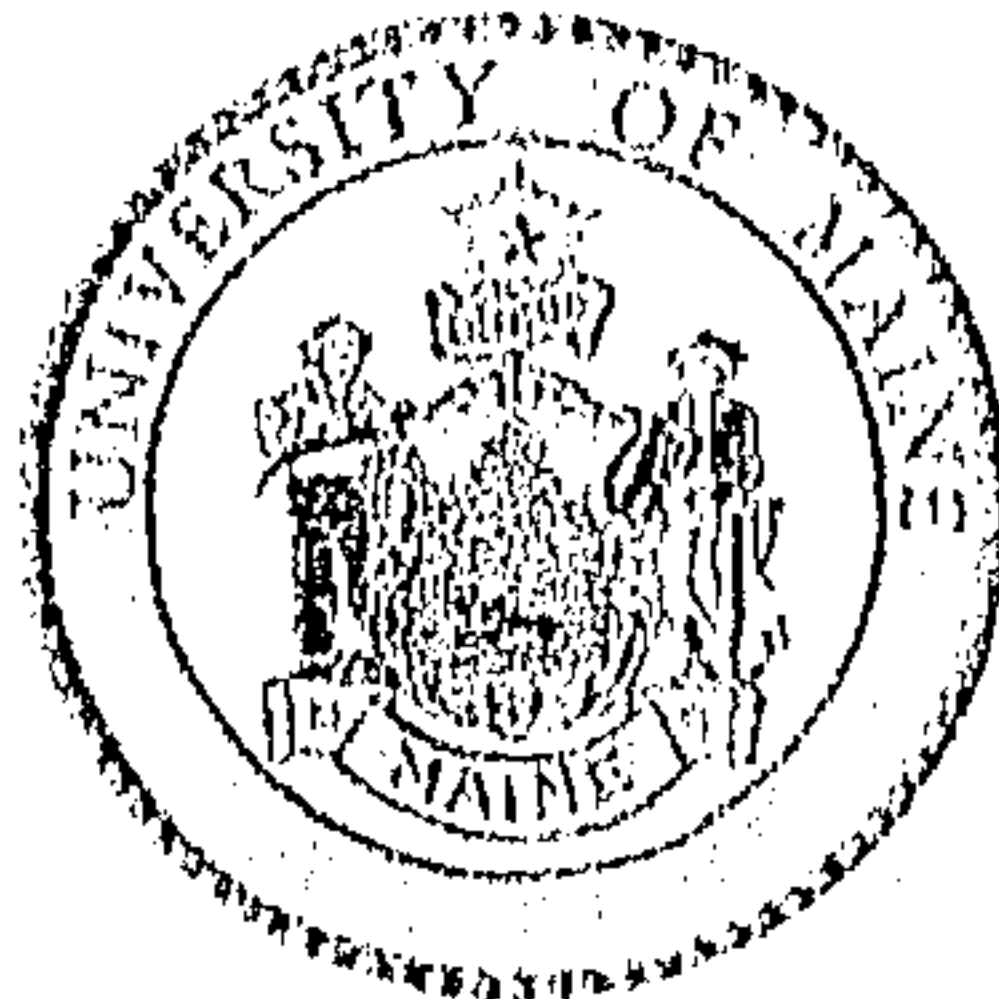
*with Highest Distinction*

*with all the Rights and Honors thereunto pertaining.*

*In testimony whereof, this diploma is granted  
on the 26th day of May, in the year 1972*

*Lawrence M. Carter*  
Chairman of the Board of Trustees

*Donald R. McNeil*  
Chancellor of the University



*Lawrence H. Roberts*  
President of the University at Portland - Gorham

# UNIVERSITY OF MAINE

*To all who see these presents, Greeting:  
On recommendation of the President and Faculty, the  
Trustees of the University of Maine System have conferred upon*

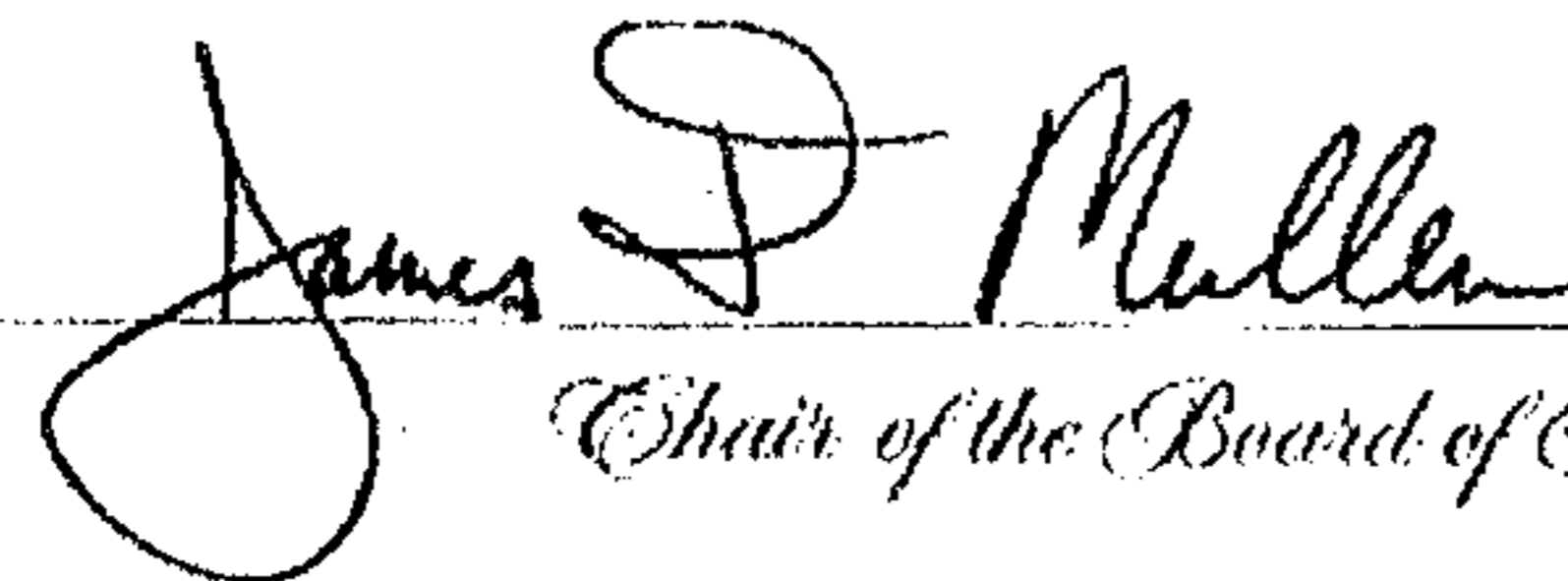
**Phyllis W. Merritt**

*the degree of*

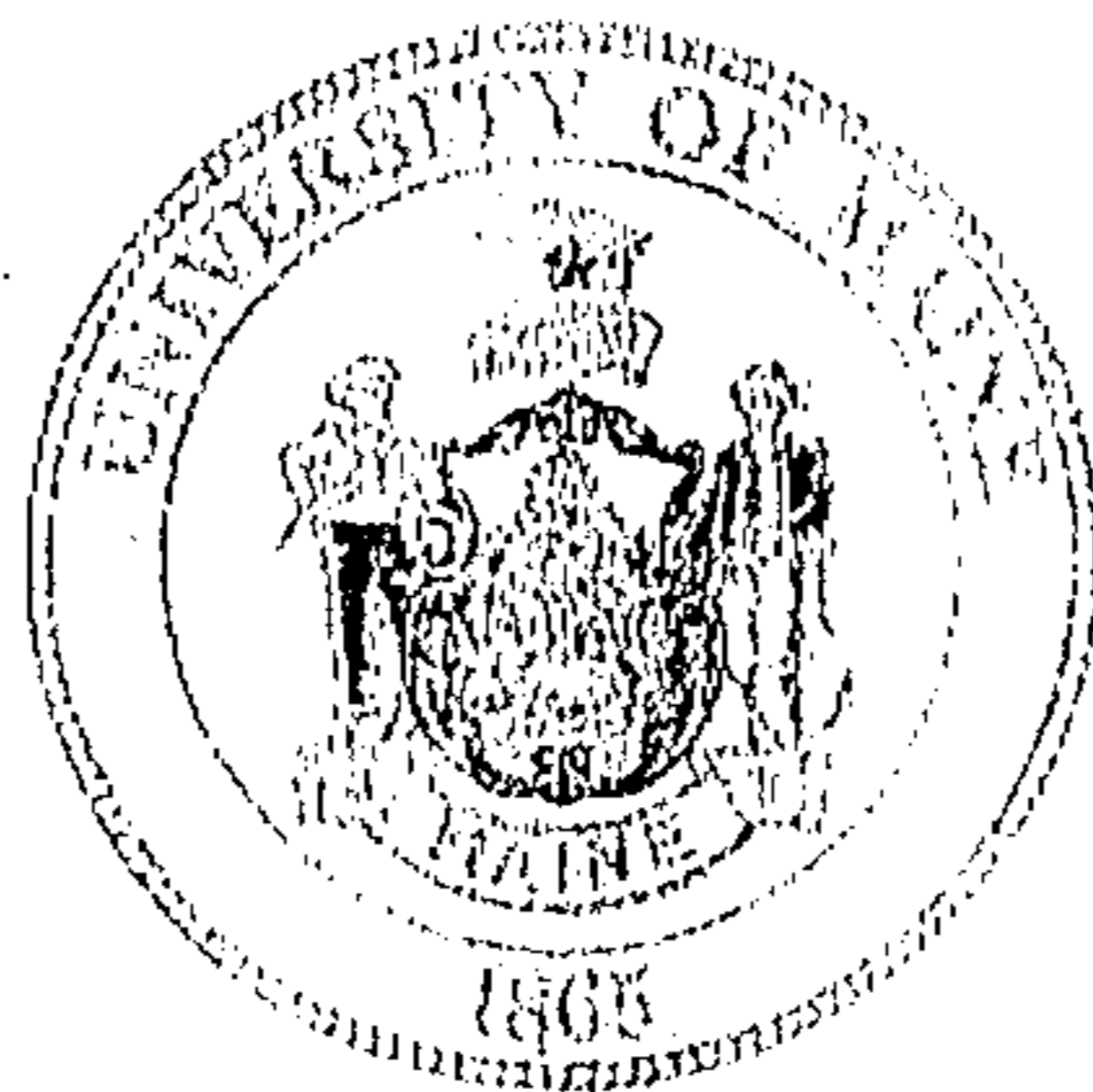
**Master of Education**

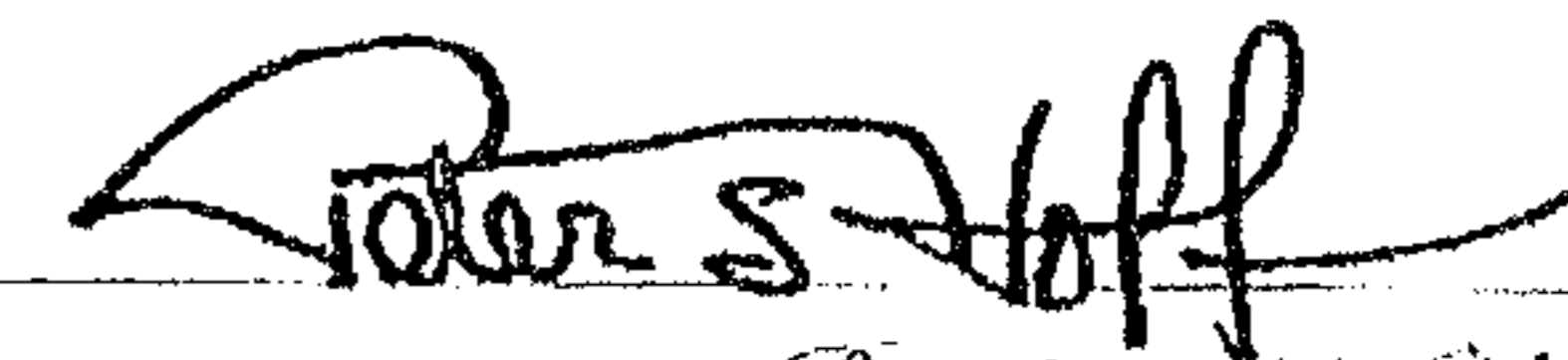
**(Individualized Program)**

*with all the Rights and Honors thereunto pertaining.  
In testimony whereof, this diploma is granted at Orono  
on the 20<sup>th</sup> day of May in the year 2000.*

  
*Chair of the Board of Trustees*

  
*Chancellor of the University of Maine System*



  
*President of the University*

# Bangor Theological Seminary

Upon the recommendation of the President and Faculty,  
and in accordance with the charter granted by the State of Maine.  
The Trustees of Bangor Theological Seminary confer upon

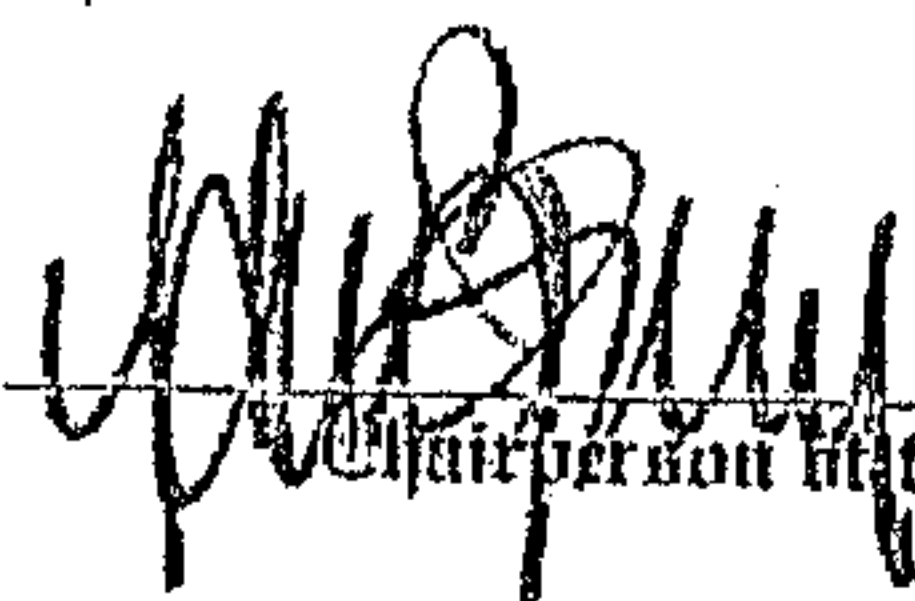
Phyllis Woodward Merritt

the degree of

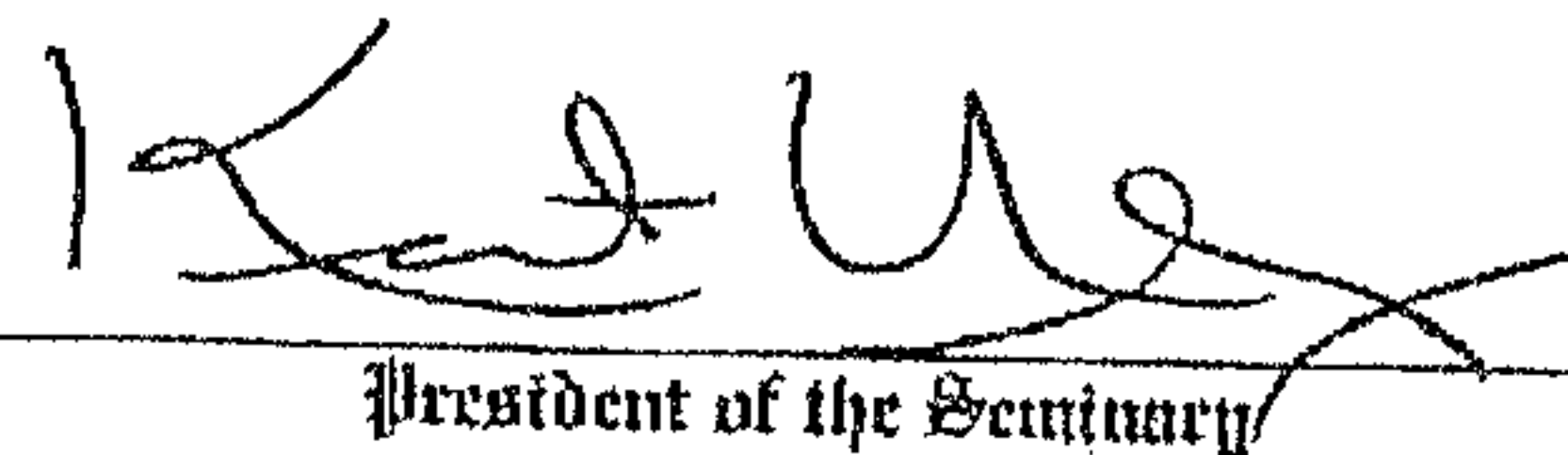
Master of Divinity

with all the rights, privileges and honors thereto pertaining.

In testimony whereof this document is awarded at Bangor on the  
twentieth day of May in the year of our Lord, two thousand eleven.



Chairperson of the Board of Trustees



President of the Seminary

For Church Moderator and Clerk  
Meeting to act on Board of Deacons Request of Ordination for Phyllis W. Merritt  
April 1, 2012

In recognition of the Congregational Way, and in accordance with the Constitution and By-laws of Sawyer Memorial Congregational Church, our pastoral search committee conducted several interviews with Phyllis W. Merritt to familiarize themselves with her academic credentials, her training, her character, her theology, and her commitment to service as a Congregational Christian Minister before presenting her to us as their recommended candidate. On June 5, 2011 the church body voted her to be our settled Pastor/Teacher. She accepted our call that day and formally accepted it by letter on August 11, 2011. On July 17, 2011 the Executive Board voted unanimously to license her for a period of one year.

On March 18, 2012, the Board of Deacons considered her request to seek ordination by Sawyer Memorial through the wider community of our association. The Board unanimously voted to call a council to "examine the candidate, review our proceedings, and advise in reference to the same; and, if judged expedient, to assist in the Ordination and Installation service." (Hall, *From Call to Settlement*, 22)  
In this duly called and held meeting, we entertain the Board's recommendation.

- 1. May we have a motion that **in response to her expressed call and the leadings of God's Holy Spirit we do set apart Phyllis W. Merritt for the Christian Ministry through the solemn act of ordination?**

(Needs a motion and a second...discussion of the matter) Vote by ballot

Motion (circle yes or no)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Seconded	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Vote (enter numbers)	21	0

- 2. The following motions are needed in order to call an Ecclesiastical Council of the Vicinage to consider the ordination and installation of Phyllis W. Merritt.

Decide how to vote here...ballot or hand count; shall they be considered separately or as one?


- **A. We bid the below named Churches\*, by Letter Missive, to be present, by Pastor and two delegates (or three delegates if there is no settled Pastor), at 10:30 a.m. on Saturday, the fifth day of May, 2012, at the Lubec Congregational Christian Church 46 Main Street Lubec, Maine to review our proceedings with respect to the ordination and installation of Phyllis W. Merritt, to meet and hear the candidate, and to advise us with reference to the same; and if judged fitting, to proceed with us to the Service of Ordination to be held at 2:00 p.m. on Saturday, the seventh day of July,**

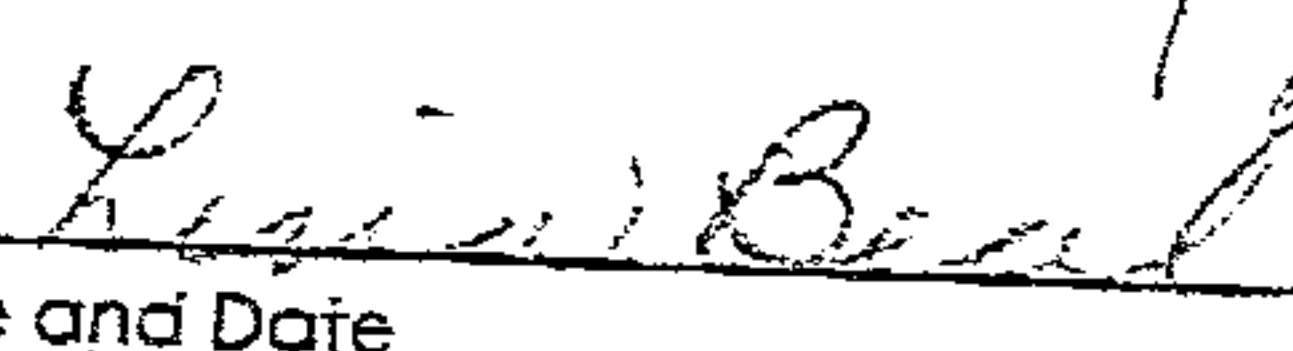
*read by Sharon Abbott*  
*Motion made & second*

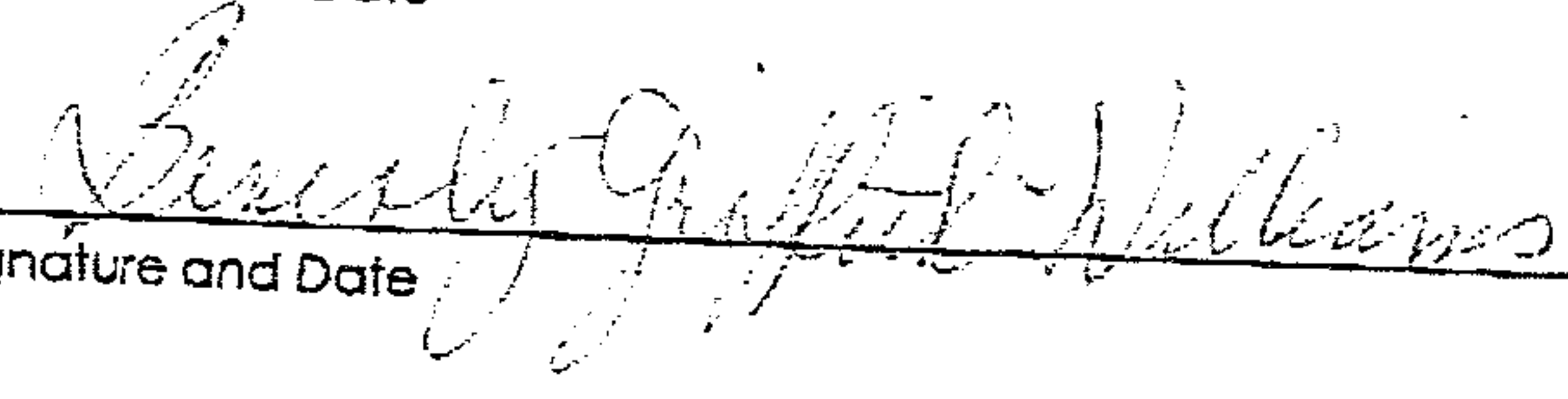


2012. Each invited Church shall be entitled to three votes and a quorum for the Council shall be declared when those present answer the roll call.
- B. We authorize Phyllis W. Merritt, the candidate, the Church's Moderator and the Chairperson of the Board of Deacons to develop the list of those to be invited to sit as honorary members of the Council; and
  - C. We direct the Chairperson of the Board of Deacons, the Church's Moderator, and the Church Clerk to prepare and send the Letter Missive.

Motion A. (circle yes or no)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Seconded	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Vote (enter numbers)	31	0
Motion B. (circle yes or no)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Seconded	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Vote (enter numbers)	31	0
Motion C. (circle yes or no)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Seconded	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Vote (enter numbers)	31	0
Motions A, B, and C considered as one (circle yes or no)	<input type="radio"/> YES	<input type="radio"/> NO
Seconded	<input type="radio"/> YES	<input type="radio"/> NO
Vote (enter numbers)		

  
 Signature and Date \_\_\_\_\_ Sandra Moffett, Moderator

  
 Signature and Date \_\_\_\_\_ Lina Beal, Clerk

  
 Signature and Date \_\_\_\_\_ Beverly Griffith-Williams,  
 Chairperson, Board of Deacons

\* The Churches to be invited are the member churches of the Congregational Christian Council of Maine.