



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID _____

Ministry Name: Crestfield Camp and Conference Center _____

Mailing Address 195 Taggart Road _____

City ___Slippery Rock_____ State ___PA_____ Zip Code 16057

Telephone Number ___724-794-4022_____ Fax Number _____

Email registrar@crestfieldcc.org _____

Web site www.crestfieldcc.org

Congregation or Organization Size(Select one)

- Under 100 members
- 101 - 250 members
- 251 - 400 members
- 401 - 650 members
- 651 - 1000 members
- 1001 - 1500 members
- More than 1500 members
- N/A

Average Worship Attendance ___N/a_____



Church School Attendance _____ N/A _____

Church School Curriculum _____ N/A _____

Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation *(in whole %):*

Enter the percentage of each racial ethnic component of your congregation.

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American (African Native, Caribbean)

_____ Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

_____ White

Other _____ N/a _____

Presbytery _____ Pittsburgh _____ Synod _____ Trinity _____

Community Type (select one)

_____ College X _____ Rural _____ Suburban

_____ Small City _____ Town _____ Urban

_____ Village _____ Recreation _____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name _____ N/A _____

Address _____

City _____ State _____ Zip Code _____

Preferred Phone _____ Alternate Phone _____

E-mail _____ FAX _____



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)	<u>0 – 2 years</u>	Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Executive Director (open to Teaching Elder or Ruling Elder)

***Employment Status**

Full Time Part Time Open to Either
 Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? No Yes
(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes No

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other	<input type="text"/>		

Language Requirements

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="text"/>	Other

Statement of Faith Required Yes No

Mission Statement

What is your congregation's or organization's Mission Statement?

Crestfield Camp and Conference Center is called by God to partner with churches and communities to nurture all people in Christ through discipling, outreach, sanctuary, and hospitality, so that they may participate more fully in what God is doing in the world.



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.

Crestfield Camp and Conference Center is called by God to partner with churches and communities to nurture all people in Christ through discipling, outreach, sanctuary, and hospitality, so that they may participate more fully in what God is doing in the world.

This vision is lived out through the work of a dynamic staff committed to the Gospel of Jesus Christ, as well as a variety of summer camp opportunities, Daycamps, and youth and adult retreats. This vision is additionally lived out through our young adult residency program, Confluence.

Through Confluence, Crestfield partners with churches in Pittsburgh Presbytery as well as neighboring presbyteries to provide faith-based programming for children and youth. With partner churches, Crestfield is able to provide youth group, after school programming, and Sunday morning opportunities within local congregations bringing a taste of camp life. In this way, Crestfield is able to nurture children and adults in Christ.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

To meet the emerging needs of our community, Crestfield is in the process of moving from a ministry of Pittsburgh Presbytery to an independent 501(c)3, allowing greater nimbleness and imagination for camp and conference ministry. In this way, Crestfield hopes to leverage its programming, meeting spaces, and 223 acres for God's mission and ministry in new ways. Through our high and low ropes courses, prayer labyrinth, outdoor chapel, and indoor climbing wall Crestfield is able to provide ministry opportunities in an outdoor setting that are unique. Moreover, retreats and conferences take place year-round. Some take place repeatedly, such as our Tweener Retreat for middle school children, Thirty-Hour Famine for older youth, Women's Retreat, Quilting Retreat, Senior Adult Day, and Motorcycle Retreat. Other arise in response to particular situations, such as a recent retreat on suicide prevention after a rash of youth suicides in the Pittsburgh area.

Over the last two years, Crestfield has intentionally recruited international summer staff and sent staff to the Philippines and Rwanda to provide activities and Bible studies for the children of missionaries. A



small group of interns (under the Confluence program) travels to churches to provide VBS, day camps and youth group leadership. All activities and events are planned and carried out with the intent to form new relationships and strengthen existing relationships.

3. How will this position help you to reach your vision and mission goals?

The Executive Director will provide leadership, vision, and management to guide Crestfield into this vision. With the Board of Directors, the Executive Director will plan, coordinate, and implement funds development so that Crestfield can fulfill the call to partner with churches, building on the great tradition of the past while maintaining an eye on the future and the changing dynamics of camp and conference ministry.

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

The person discerning a call as Crestfield's Executive Director should be a person of mature and vibrant faith in Jesus Christ. That person may be a Ruling Elder or Teaching Elder. This is a person who understands the transformational potential inherent in camp and conference ministry. Those interested in the Executive Director position should have demonstrated fund development capabilities as well as a demonstrated ability to administer and lead a camp and conference center. Finally, those interested should be committed to ministry within the PC(USA).

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

1. Serve as Head of Staff to all Crestfield staff and provide leadership to all guests and staff.
2. Plan, coordinate, and implement fund development programs with the Board to increase financial self-support.
3. Build dynamic relationships with church leaders, families, and individuals in Pittsburgh Presbytery as well as the surrounding region through preaching and worship, serving as an advocate for Crestfield.
4. Develop and direct publicity and marketing to promote the use of Crestfield to presbyteries, churches, and other appropriate groups.
5. Ensure the development of programs and hospitality services that can attract and enrich the diversity of camp life.
6. Work directly with the Board including:
 - a. Submit and defend an annual budget,
 - b. Govern and report expenses and revenues monthly – prepare vouchers and deposits, maintain sound records, engage annual audit
 - c. Regularly evaluate and develop necessary operating policies in relation to governing and accrediting bodies



7. Maintain a comprehensive program of facilities maintenance and improvements.
8. Maintain a comprehensive risk management plan for Crestfield.
9. Perform such other functions as requested by the Board.
10. Maintain strong ecumenical relations with other denominations.

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

www.crestfieldcc.org



***LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER		
	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION		
	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
X	Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



ORGANIZATIONAL LEADERSHIP

	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.		Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	X	Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	X	Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	X	Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization’s contact list; prepares statement of planned activities and enlists support for mission initiatives.
	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the		



strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT		
	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
X	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	X Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

See Effective Salary Definition at [Board of Pensions](#).

Minimum **Effective** Salary \$53,000_____

Housing Type _____Manse

X_____Housing Allowance

_____Open To Either (Manse or Housing Allowance)

_____Not Applicable (*For Non-pastoral Positions Only*)



***EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner 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."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Rev. Sheldon Sorge _____

Address 901 Allegheny Avenue, Pittsburgh, PA 15233 _____

Phone Numbers 412-323-1401 _____

Relation: General Minister, Pittsburgh Presbytery _____

E-mail: ssorge@pghpresbytery.org _____

Name Rev. Brian Wallace _____

Address 901 Allegheny Avenue, Pittsburgh, PA 15233 _____

Phone Numbers 412-323-1402 _____

Relation: Associate Minister, Pittsburgh Presbytery _____

E-mail: BWallace@pghpresbytery.org _____



Name Rev. Kristin Widrich _____
Address 199 Old Clairton Road, Pleasant Hills, PA 15236 _____
Phone Numbers 412-522-6999 _____
Relation Former Member of Crestfield Ministry Team _____
E-mail Kwidrich@gmail.com _____

Name Brian Frick _____
Address 100 Witherspoon Street, Louisville, KY 40202 _____
Phone Numbers 502-403-9363 _____
Relation Associate for Camp and Conference Ministries, PC(USA) _____
E-mail Brian.frick@pcusa.org _____

***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Rev. Tom Moore _____
Address 3059 Aljean Drive _____
City Bethel Park _____ State PA _____ Zip Code 15102 _____
Preferred Phone 412-496-5296 _____
Alternate Phone 412-279-3223 _____
E-mail Address for PNC Communications (required): revtom.moore@gmail.com _____

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____



Signature
