



**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 08263
Ministry Name Fox Chapel Presbyterian Church
Mailing Address 384 Fox Chapel Road
City Pittsburgh State PA Zip Code 15238
Telephone Number 412-963-8243 Fax Number 412-967-9134
Email apnc@fcpc.us
Web site www.fcpc.us

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 358



Fox Chapel Presbyterian Church
Church School Curriculum

Toddler-36 Months

Children learn that Jesus loves them as they adjust to separations issues and learning to share, take turns and play with their peers.

Age 3 through PreK

Children & Worship by Sonja Stewart and Gerome Berryman curriculum, *Celebrate* curriculum of PC(USA). Second Hour: expansion of same curriculum.

Age 2 to 6

Fox Chapel Presbyterian Church Preschool (10 age specific classes meeting on weekdays – using faith based curriculum)

Grades K-4

Holy Moly, Way of the Child, Children & Worship and Nest Family Entertainment: Rotation Model curriculum. First Hour and Second Hour of Education *Creation Station*

Grades 5 & 6

Connect by Spark House Publishing and *The Golden Thread* (Old and New Testament)

Grades 7 to 9

Echo the Story: 36 by Spark House Publishing (Old and New Testament survey) and *reform* by Spark House (Questions of Faith) this is a two-year cycle

Grades 9 to 10

Confirmation Capstone Class (small groups with mentors)

Grades 6 to 8

Middle School Youth Group – small group ministry with Bible study, fellowship and worship

Grades 9 to 12

High school Youth Group – small group ministry with Bible study, fellowship and worship
Student Leadership meeting

Adult

Special Speaker Series

Monday Morning Women's Bible Study

Tuesday Morning Men's Prayer Group

Friday Morning Book Club

MOPS

Small groups meeting in homes and in the church

Wednesday Nite Live (7:00-8:30)

How Great Thou Art (age 3, by September 1, 2016) to K and Grades 1-5) Capstone Confirmation and Adult Studies.



***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)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
0	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) Associate Pastor for Membership and Mission

***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?

Our mission is to be a welcoming and caring community of faith through which the Living God transforms lives.



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.

Our vision is defined through the model of DANCE: Embrace the Joy, by which we encourage and foster Diversity, Adoration, Nurture, Community and Engagement, all carried out in the name of Christ, in the strength of the Spirit, to bring joy to the heart of God.

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

Through this vision we strive to

- Welcome the gifts of each individual, celebrating our differences as our calling and our strength.
- Gather for worship in its various forms, offering our thanks, praise, hearts and lives to God.
- Journey as disciples of many generations, helping each other grow in knowledge, grace and faith in Christ.
- Enjoy being together as the family of faith; caring for each other with joy, compassion and open arms.
- Partner with neighbors near and far; embracing God's call to love one another in mission, service, justice and peace.

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

The Associate Pastor for Membership and Mission will be expected to

- Celebrate and proclaim the glory of God through inspirational and reverent worship.
- Create a feeling of belonging within a loving and inviting church family and community through experiences of multigenerational fellowship.
- Participate in Christian education for all ages that emphasizes spiritual growth, biblical knowledge, outreach, and instruction on how to apply these teachings to our daily lives.
- Utilize an empowering leadership style that recognizes the value of the individual and his/her initiative and gifts.
- Develop and implement outreach programs to serve communities in need – locally, nationally and internationally, supporting the mission teams at all stages of their endeavors.



- Promote an enthusiasm for mission such that each member accepts daily responsibility for discipleship and the care of others and acts to bring justice and mercy to our world.
 - Achieve membership growth and renewal of spirit by bringing the joys of our fellowship to the wider community.
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
- Strong relationship with Jesus Christ as Lord and Savior
 - Gift for guiding others as they aim to deepen their spiritual relationship with Him
 - Collegial work style
 - Enthusiastic self-starter
 - Ability to translate creative and imaginative concepts into active programs
 - Ability to minister to a highly motivated and accomplished congregation
 - Ability to team effectively with staff and volunteers at all levels
 - Excellent listening and communication skills
5. For what specific tasks, assignments, and programs areas will this person have responsibility?
- Participate in the life of the Presbytery\Staff the Board of Deacons, the Mission Committee and the Membership and Outreach Committee
 - Preach and lead worship services
 - Teach New Members classes and other classes as requested and/or appropriate
 - Conduct baptisms, wedding and funerals/memorial services
 - Share congregational care/pastoral care
 - Supervise Administrative Assistant for Communications

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)



*LEADERSHIP COMPETENCIES

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
	<p>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.</p>
X	<p>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.</p>
X	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
COMMUNICATION	
	<p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
X	<p>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.</p>
	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



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.		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.
X	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.		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.		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.
X	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.	X 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.
	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 \$ 55,000

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. L. Roger Owens
Address 622 Orchard Hill Road, Pittsburgh, PA 15238
Phone Numbers 412-924-1458
Relation Associate Professor, Pittsburgh Theological Seminary
E-mail lowens@pts.edu

Name Rev. Dr. C. Samuel Calian
Address 531 Guyasuta Road, Pittsburgh, PA 15215
Phone Numbers 412-784-0944
Relation Retired President, Pittsburgh Theological Seminary
E-mail calian@pts.edu



Name Rev. Sharon Stewart
Address 1240 Oakwood Drive, Jefferson Hills, PA 15025
Phone Numbers 412-655-4887
Relation Pastoral Associate for Spiritual Nurture, Southminster Presbyterian Church
E-mail pastorsharon61@gmail.com

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

Name Chet Karas
Address 756 Heathergate Drive
City Pittsburgh State PA Zip Code 15238
Preferred Phone 412-736-9733
Alternate Phone 412-767-5150
E-mail Address for PNC Communications (required): karas756@comcast.net

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee Chet Karas Date 3-30-17
Signature

Clerk of Session Nail Hargel Date 3/30/17
Signature

Presbytery _____ Date _____
Signature
