



**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 08182

Ministry Name Hiland Presbyterian Church

Mailing Address 845 Perry Highway

City Pittsburgh State PA Zip Code 15229

Telephone Number 412-364-9000 Fax Number NONE

Email hilandchurchoffice@gmail.com

Web site www.hilandchurch.org

Congregation or Organization Size (Select one)

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

Average Worship Attendance 88

Church School Attendance 20 – all ages



Church School Curriculum Children: Young Children and Worship – Following Jesus; 3 – 4 grade: Treehouse; Jr High: Grapple; SR High: Leadership Treks Deep discipleship; Adult – various topics

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
- 100 White
- Other _____

Presbytery Pittsburgh Synod Trinity

Community Type (select one)

- | | | |
|------------------|------------------|---------------------|
| _____ College | Rural | <u>XXX</u> Suburban |
| _____ Small City | Town | Urban |
| _____ Village | _____ Recreation | _____ Retirement |
| _____ N/A | | |

Clerk of Session Contact Information:

Name Mary Jo Buffo

Address 115 Hidden Valley Drive

City Pittsburgh State PA Zip Code 15237

Preferred Phone 412-855-5788 Alternate Phone 412-364-0318

E-mail mjbuffo@gmail.com FAX NONE

***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
2 to 5	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)
	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) _____ *Employment Status

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

Is this a yoked congregation? XXX No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

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

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

Interim/Transitional Ministry Training	_____	Interim Executive Presbyter Training	_____
Certified Christian Educator	_____	Certified Business Administrator	_____
Certified Conflict Mediator	_____	Clinical Pastoral Education Training	_____
Other	_____		

Language Requirements

<u>XX</u> English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

Statement of Faith Required XXX Yes _____ No

Mission Statement

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

To become fully devoted followers of Jesus Christ, who gather for worship, teaching and fellowship, and who go out into the world to serve Christ and share His love.



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 for ministry at Hiland Presbyterian Church is to be guided to follow the teachings of our Lord, Jesus Christ in all ways; worship, service and education. Jesus said it so well when explaining the Commandments in Mark 12:30-31; "You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength; and you shall love your neighbor as yourself."

The Hiland congregation enjoys a diverse worship experience, both traditional and contemporary. Our goal is for this worship experience to reach not only our regularly attending members, but those who are looking for a new church home as well.

We seek to be a church is focused on two things. The first is to serve both our local community and the world community across all age levels. The second is to educate and empower our members, of all ages, to act as God's hands and feet to our neighbors

Additionally, the congregation at Hiland lives out this vision by providing spiritual growth to our members through prayer, fellowship, education, and spiritual gifts thereby enriching our community and our world.

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

Hiland feels called to address the emerging needs of the community by reaching out to people from all walks of life. We are committed to be a welcoming community for all peoples, and feel called to extend hospitality through educational programs, ministry, outreach and mission, and worship. It is important to Hiland that we continue to provide outreach ministry to support the needs of the community and implement new initiatives to welcome and incorporate individuals, families, children, and youth into the life of the church.



Some examples of how we meet the needs of the community are serving meals at Pleasant Valley Men's Shelter, taking communion to the home bound and providing transportation so they can attend church, offering Armstrong Fund loans for members to attend school, working with the community food bank, supporting and providing scholarships for preschool and child care on our campus, operation Christmas child, sponsoring the backpack initiative to make sure at risk children have food over the weekend, providing vacation bible school, and work camp for our youth groups.

As Hiland looks towards the future and the changing world around the church, we would like to develop new programs to encourage people with children and youth to get involved with the congregation.

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

Hiland has a large campus in a great location with strong connections to several nearby communities and the Presbytery. There are many young families in the area who are seeking a church home, and we have the infrastructure in place to support them. We're searching for a perceptive leader who connects with, unifies, and ministers to people of all ages. Everyone is welcome at Hiland.

This position will help to expand our church community well beyond Sunday worship. Hiland is primed and ready for something beautiful. We believe an improved social media presence may help extend our reach and voice to those who are eager to hear the Word of God and participate in a church family but may be unable to attend Sunday morning worship.

Hiland has a long tradition of mission work. We've been supporting many local and global organizations for 30+ years. This position will help us to identify other opportunities to serve our community and the world by leveraging our diverse talents and spiritual gifts.

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

- **Our Pastor must be a welcoming and healing individual** who will work with the congregation, session, and staff to grow the church - reaching out to those who have become less involved over time, identifying and supporting ways to be relevant to new and younger individuals and families.
- Hiland is in transition. **Our pastor must possess a deep commitment to innovation and change** to help the congregation move the Church forward. While sometimes challenging, change can be the catalyst for an energetic and improved organization. Our Pastor will be an important part of the change process and must possess **superior organizational and leadership skills**.



- **Our Pastor will have excellent speaking skills combined with an extensive knowledge of the Scriptures and teachings of the church.** He / she must speak from the heart and recognize that the inspiration provided by the pulpit on Sunday fortifies the members throughout the week.
- **Our Pastor will be highly motivated, energetic, and excited** to join with the congregation to shape the future of historic Hiland Church.

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

Lead the church in a manner to nurture faithful disciples within our church and community and provide leadership to the congregation as we strive to expand God's kingdom. Help Hiland discern the changes we need to make to be an active, healthy, vibrant part of the local and world communities. Specific responsibilities include:

1. Plan and lead all worship services
2. Officiate at sacraments, weddings, and funerals
3. Participate in and occasionally lead
 - Christian Ed classes in all age groups
 - Adult Lenten and Advent series
 - Confirmation classes
4. Lead and mentor Hiland's staff
 - Coordinate their ministry activities within the congregation and the surrounding community
 - Help them plan and meet their job goals and responsibilities
5. Provide support to all campus missions including but not limited to Hiland Childcare, Hiland Preschool and the North Hills Food Bank. Be a key liaison between them, the Hiland staff, and the congregation as needed
6. Moderate the Session. Attend meetings of the Board of Deacons and other committee meetings as needed
7. Provide pastoral care to our members
 - Call on the sick, homebound, bereaved, and others as needed
 - Provide office hours for those in need to come and receive counsel
8. Connect with the congregation. Through written word and personal contact keep the members of the church in communication with yourself and with each other

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)

- Hiland Church: hilandchurch.org
- North Hills School District: www.nhsd.net/
- North Allegheny School District: www.northallegheny.org/
- Northland Public Library: www.northlandlibrary.org/
- North Hills Food Bank: northhillsfoodbank.org/
- McCandless Crossing: www.mccandlesscrossing.com/
- Ross Park Mall: www.simon.com/mall/ross-park-mall
- Hiland Childcare Center - www.hilandchildcare.org
- Community Magazines - <http://incommunitymagazines.com/ross-township/>

*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.
X	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.



<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>
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COMMUNICATION

<p>X Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</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>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>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

<p>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>	<p>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</p>
<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>



	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.	X	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.		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

X	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.
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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
	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.
X	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 \$ 60,000 Maximum *Effective* Salary 70,000

Housing Type Manse
 XX 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 Vera White
Address 745 Ravenswood Ave, Pittsburgh, PA 15202
Phone Numbers 502-262-1631
Relation Current denominational staff person responsible for new church growth, former Presbytery staff member, current Hiland member
E-mail Verakarnwhite@gmail.com

Name Carol Divens Roth
Address 180 Stanton Court E., Pittsburgh, 15201
Phone Numbers 412-414-1017
Relation Former interim Pastor
E-mail revdiv@aol.com

Name Bob Jamison
Address 1263 Lakemont Drive, Pittsburgh, PA 15243



Phone Numbers 412-561-2124

Relation Frequent "fill in" as needed in Hiland's pulpit for 10+ years

E-mail bob@adamsquest.org

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

Name Curt Fleming

Address 539 Dean Road

City Mars State Pennsylvania Zip Code 16046

Preferred Phone 724-816-5634

Alternate Phone _____

E-mail Address for PNC Communications (required): CurtisDFleming@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature

