



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
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www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID 420548

Ministry Name Sharon Community Presbyterian Church

Mailing Address 522 Carnot Road

City Moon Township State PA Zip Code 15108

Telephone Number 412-264-7400

Email secy@sharoncpc.com

Web site www.sharoncpc.com

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 2015 – 130; 2014 - 138



***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>
2-5 years	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)
	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**

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

Language Requirements

<input checked="" type="checkbox"/> 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 Yes _____ No

Mission Statement

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

The mission of Sharon Community Presbyterian Church is to share the Good News of Jesus Christ, welcome and encourage all who want to grow in faith, care for those in need and celebrate the glory of God in worship and in our daily lives.



NARRATIVE QUESTIONS

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

Sharon Community Presbyterian Church has a long history in the community. In 2017, we will celebrate a historic 200 years as a congregation. Being located on a 4.5 acre hilltop in the center of Moon Township, Pennsylvania, we overlook Robert Morris University, are adjacent to Moon Area School District Senior High/Middle School complex, and are less than 10 miles from Pittsburgh International Airport. Not only do we provide a beautiful worship service on Sunday mornings, we have a broader outreach by offering a Sunday morning cablecast through a local television station. Our facilities include a community center as well, complete with a full size gym and classrooms. It also houses the West Hills Food Pantry for Moon Township and the surrounding area. We have new, young families, and have seen a bit of a baby boom this year. We have fifty people regularly participating in five small groups. All of these things are very exciting to us. Our multi-generational congregation consists of a wide range of educational backgrounds, but we are always eager to learn and grow together, as our congregation strives to follow God's call for our church.

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

Sharon Community Presbyterian Church started out very small, got to be quite large, and then as many churches have in the last 30 years, decreased in numbers. In recent years we went through somewhat of a crisis that resulted in the loss of our pastor of 18 years and some membership, but not before many people worked very hard to reconcile the issues. However, in the last two years, God has been faithful and merciful. His unfailing love has never been more evident. We are allowing God to lead us, and do great works within us. With the guidance and leadership of our interim pastor, and the determination of our members, we are healing and becoming stronger as a congregation. We are nurturing and caring for each other more than ever before, evidenced by our need for a longer "passing the peace" time during worship. We have also increased the number of fellowship events for all ages and have seen larger participation at these events. Our Sunday school numbers, after having decreased significantly in the past years, are starting to see a rise in numbers which have resulted in the need to add another class this year. We have been working hard to expand our missions, and get more members involved in various projects like feeding the homeless and Family Promise. We are ready to start expanding in all areas of ministry, especially with additional staff for youth and family education. We look forward to begin planning what our vision will be as we enter our 201st year. We are prayerfully committed to be stronger, and in a better position to share the love of Christ.

We believe the following ideals will help us to determine our vision for Sharon Church.



- To worship the Triune God through services that are scripturally based and deeply meaningful.
- To nurture and grow our faith through Christian education programs, small group ministries, and Vacation Bible School.
- To be a caring and friendly church family who reaches out to fellow children of God through the televising of our worship services, providing communion to the home-bound, and gathering together at fellowship activities such as picnics, dinners and sporting events.
- To be a place in the community where new believers and seekers can learn about the love of Christ and satisfy the hunger and thirst for a relationship with Jesus. To meet people where they are in their lives and in their faith, at different levels of need and understanding.

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

Our congregation has formed deep bonds in faith with one another, and newcomers are openly welcomed into the fold. We host many mission activities and community programs, as well as family night functions which are open to all in our ministry area. As a congregation, we know we do many things well. Our strengths are:

- We provide a place of hope, where each person is treated as an individual uniquely created and gifted, with a purpose in this life.
- We are a place of acceptance, as a fellowship of believers in Jesus Christ and for those who are seeking a relationship with God.
- We are a source of nurturing and growth in faith for all believers. We are blessed with a congregation that encourages and supports interaction between both the young and old generations.
- We care and pray for each other, and reach out to support each other when in need, including our at-home members. We sponsor a T.G.I.F. Airport Area Adult Social Group for 18-40 year olds on the autism spectrum and have sponsored the same Boy Scout Troop/Pack 310 for 52 years.
- We help those in need through various mission activities such as supporting the West Hills Food Pantry, Family Promise, Uncommon Grounds Café, Genesis House, Deep Springs International, Beaver County Women's Shelter and feeding the homeless.
- We have wonderful facilities that house various programs such as AA, AARP, intermural sports leagues, as well as many others.

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

The Session at Sharon Church recently updated our mission statement, and the congregation is growing into it. A clear vision of what the community needs are and the realization that the world and times are changing is what we are striving to grasp and integrate, as we move into our third century as a church.



We also see the opportunity to integrate social media and our proximity to the local schools, Robert Morris University and a growing suburb in our backyard. We realize we need assistance in communicating these activities and programs to the community by building relationships. A new head of staff will have opportunities to help us discern where we can shine God's light by:

- leading a worship experience that is scripture based, Christ centered and that proclaims the loving grace of God.
 - serving as the congregation's spiritual role model and head teacher.
 - challenging the congregation and staff to grow spiritually and develop their spiritual gifts.
 - nurturing relationships with members through pastoral care that is sincere and heartfelt.
 - promoting and supporting missions and encouraging members to invest their time and energy in these causes.
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

Sharon Church is seeking a visionary leader. A leader who will join with us on this spiritual journey to become the church that God is calling us to be. A leader who:

- is prayerful and filled with a mature, Christ-centered faith
 - can deliver sermons that are scripturally based, meaningful, able to be well understood and applied to each members' lives, and deeply committed to teaching and spreading the Good News.
 - whose words and actions are never without kindness and caring, always reflecting the love that God shows us towards other people.
 - possesses good people skills, able to comfortably interact in any social setting.
 - can relate to and serve the many generations at Sharon Church.
 - has the experience and tools for unifying people with differing views.
 - is traditional but is always open to new traditions.
 - treasures family and promotes a strong relationship between church and home.
 - is organized.
 - is inspirational, optimistic, positive, and encouraging, and possesses energy and enthusiasm.
 - can be fun and at times even silly.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

The Pastor is to provide spiritual and pastoral leadership to the membership of Sharon Church. The Pastor will serve as the chief administrator of the congregation so that it might fulfill its mission and purpose as the body of Christ. The Pastor will give primary leadership in the ministries of Worship, Shepherding, Administration and Outreach under the supervision of the Session.



Worship

- To regularly preach and teach the Word of God and administer the Sacraments.
- To plan and lead worship in conjunction with the Music Directors and the Worship Committee.
- To officiate at special services such as weddings, funerals, and celebratory services.
- To work with the Music Directors to develop and maintain a music program for all ages, and to integrate music into worship and other areas of the congregation.

Shepherding

- To provide pastoral care in conjunction with other committees and volunteers through family nurturing, visitation, counseling, and prayer.
- To quickly respond to individual and family crisis situations in the congregation and make appropriate referrals when necessary.

Outreach

- To encourage all to participate in the work of Christ.
- To direct the assimilation of new members into the life of the congregation and encourage participation with committees and volunteer opportunities.
- To work with the Missions Committee to implement ministries that reach out to the unchurched, inactive members, and new residents of our community with the Good News of the Gospel of Jesus Christ.
- Nurture relationships with the Presbytery, West Hills Ministerial Association, and Robert Morris University Campus Ministries.

Administration

- To serve as the Moderator of Session and of congregational meetings.
- To support and assist the committees and volunteers who have the lead responsibility in the ministries of education, youth, mission, senior care and fellowship.
- In conjunction with the Personnel Committee, will support, supervise, and evaluate the staff. Participate in the screening and hiring of staff.
- To communicate with the Property Committee to ensure that the facilities of the church are functional and maintained appropriately.



The position of Senior Pastor requires flexibility in hours available for work, including evenings and weekends. The Pastor should be in the office a sufficient amount of time for accessibility to members of the congregation and for regular communication with members of the church staff.

OPTIONAL LINKS

www.sharoncpc.com
www.facebook.com/sharoncpc



***LEADERSHIP COMPETENCIES**

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

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



ORGANIZATIONAL LEADERSHIP

X	<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>
	<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.</p>		<p>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.</p>
	<p>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.</p>		<p>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.</p>
	<p>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.</p>	X	<p>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.</p>
	<p>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.</p>		<p>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.</p>
X	<p>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</p>		



	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.
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.
	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 \$ 57,500

Maximum *Effective* Salary \$ 70,000

Housing Type _____ Manse

_____ 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. Page Creach
Address _____
Phone Numbers 412-584-6187 (Cell); 412-837-2524 (Home)
Relation Former Associate Pastor
E-mail page.creach@gmail.com

Name Rev. Dr. Doug Marshall
Address 522 Carnot Road, Moon Township PA 15108
Phone Numbers 412-264-7400
Relation Interim Pastor
E-mail pastor@sharoncpc.com



Name Ron Bernhardy
Address 65 Haldane Street, Pittsburgh, PA 15205
Phone Numbers 412-498-3053 (Cell); 412-921-8474 (Home)
Relation Former Music Director
E-mail rbernhardy@verizon.net

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

Name Melissa Bigelow
Address 77 Country Club Drive
City Oakdale State PA Zip Code 15071
Preferred Phone 412-527-7781
Alternate Phone _____
E-mail Address for PNC Communications (required): PNC@sharoncpc.com

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee *Melissa Bigelow* Date 11/22/16
Signature

Clerk of Session *Frank W. Meyer* Date 11/23/2016
Signature

Presbytery _____ Date _____
Signature