



**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 Waverly Presbyterian Church

Mailing Address 590 S. Braddock Ave.

City: Pittsburgh

State: PA

Zip Code: 15221

Telephone Number: 412-242-0643

Fax Number: 412-242-8119

Email: admin@waverlychurch.org

Website: www.waverlychurch.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: 67



Church School Attendance (approx.): Infant-K: 12, Grades 1-4: 8, Jr.-Sr. High: 14, Adults: 10

Church School Curriculum: Feasting on the Word curriculum (<https://www.feastingontheword.net/Curriculum/>)

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

2% Asian

3% Black or African American (African Native, Caribbean)

3% Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

92% White

Other _____

Presbytery: Pittsburgh

Synod: Synod of the Trinity

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

_____ Town

X Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Eleanor Fisher

Address 582 Celeron St.

City: Pittsburgh

State: PA

Zip Code: 15221

Preferred Phone

Alternate Phone: 412-759-9006

E-mail: ecfwriter04@msn.com



***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)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
X – 3+ yrs. exp.	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): Interim Pastor

***Employment Status**

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

Is this a yoked congregation? X No _____ Yes

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

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

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

X 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 X Yes _____ No



Mission Statement

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

*Let mutual love continue. Do not neglect to show hospitality to strangers,
For by doing so, some have entertained angels unawares. - Hebrews 13:1-2*

We believe that Christ sent his disciples to preach the gospel to diverse peoples of the world.

*We desire to enrich our church with a diversity of people so that we may enjoy and learn from
our differences, and more importantly, our similarities.*

*We therefore welcome and encourage diversity among church members and officers (elders,
deacons, and ministers of Word and sacrament).*

*We invite all people who seek to follow Christ to join Waverly and to participate in all of its
activities, including church leadership and ordination.*

*We will work towards the elimination of any obstacles to such full participation regardless of
race, age, financial condition, gender, sexual orientation, or physical ability.*

*We stand in solidarity with all people of good will who seek to eliminate discrimination based on
sexual orientation.*

*We confirm as a central part of Waverly's mission the continuous re-creation of a welcoming
environment so that we may continue to reflect the beauty of all God's kingdom.*

*We are a church committed to making unconditional love real in the lives of people inside and
outside our community. Mission appeals to the people inside to help those outside.*



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.

We are a church committed to making God's unconditional love real in the lives of people inside and outside our community. Justice and peace are at the heart of our mission.

Our worship is joyful; our study is stimulating, challenging, and leads to spiritual growth. Lives are transformed.

10% of our annual budget goes to mission before other funds are allocated, demonstrating the centrality of mission to the heart and activity of the church.

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

Our call is respond to God's goodness in our lives by finding and creating multiple avenues for service and outreach/ministry. Located at the prominent corner of Forbes and Braddock Aves. in Pittsburgh's East End, we serve community members with multiple intersectional diversities in proximity to our premises, as well as the larger city and county. We facilitate service by leading our congregants to respond to God's call to do justice, love kindness, and walk humbly (Micah 6:8), providing multiple opportunities to work shoulder-to-shoulder to witness to God's Kingdom on Earth. This includes providing meals at local shelters, spearheading drives to donate goods to local groups dealing directly with those in need, and organizing mission projects in conjunction with local, national, and international groups. As a further response to God's call, we dedicate each week during the Advent season to a different non-profit, inviting representatives to share news of their works with congregants, who are called to respond with financial gifts. In word and deed, service is the heart of Waverly. Our outreach nurtures fellowship for families and singles alike, with Christian Education for all age groups, and age-inclusive church activities. Our worship challenges congregants to action. Our fellowship creates structures of support. Our ministries build community grounded in human connection, the search for truth and justice, and the opportunity to serve.



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

Waverly is built upon a family model for church; the Interim Pastor will, in a sense, guide the “family” of the church with discernment, attention to the maintenance and sustenance of the family, and a vision for developing its ministries to others.

God has blessed Waverly with outstanding servant-leaders who facilitate the church’s work, drawing upon the multiple gifts of its members. They organize and facilitate mission. They regularly communicate stewardship goals and opportunities for giving as an indispensable part of our mission, including oversight of our annual Holiday Festival fundraiser and recent capital campaigns. They proactively maintain the church property, work with administrative staff and music leaders, create and sustain community-building social opportunities with children and adults alike, recruit new members to the church from among those in worship, and attend to the spiritual health of our community.

The Interim Pastor will guide these activities, providing winsome and patient spiritual and visionary support, assisting parishioners in channeling the call God has made upon them to church ministry. The Interim Pastor cultivates its members to new vision, rooted in our call to serve, stimulate, challenge, and transform. This includes cultivating transformative worship and connecting leaders and future-leaders to opportunities to serve in the congregation, and oversight of our inquirers’ membership classes.

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

Preaching and worship leadership that is relevant and original, inclusive of multiple church traditions (old and new); spiritual maturity and personal integrity, with on-going commitment to personal devotional and educational development; biblical and cultural literacy; passionate to engage congregational understanding of generosity and opportunities to give of time, talent, and finances.

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

Responsibilities listed in PC(USA) Book of Order, including organizing/running Session meetings, attending church committee meetings, and attending to polity requirements in conjunction with Clerk of Session. Other responsibilities include (but are not limited to): 1) Worship leadership – writing bulletins for weekly service (prayers music selection in coordination with designated Worship and Music leadership); planning/delegation for special services; coordination of pulpit supply when not present in worship; coordination of supplies, and other tasks. 2) Servant leadership of church staff – proactive oversight of field ed. student pastor and other employees in conjunction with Personnel committee; conflict management/resolution skills (as needed), coordination with church staff for property use and billing of organizations using Waverly’s space. 3) Organize Inquirer’s class for new members. 4) Professional, appropriate communication on behalf of Waverly at all times to members,



vendors, community stakeholders, and partners in mission, both in person and in writing, over the phone and online.

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)

http: www.waverlychurch.org

***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
<p>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.</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>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.</p>	<p>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>
<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>	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>



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.
X	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	X	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.
	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.
X	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		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs



	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.	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.
	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.	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 \$ \$53,629 Maximum *Effective* Salary \$63,635
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 _____ Carol Divens Roth _____
Address _____ 180 Stanton Court E, Pittsburgh, PA 15201 _____
Phone Numbers ____ 412-441-6004 – home; 412-414-1017 – cell _____
Relation _____ Former Pastor _____
E-mail _____ revdiv@aol.com _____

Name _____ Bobby Vagt _____
Address _____ PO Box 651, 22 Tarratine Street, Castine ME 04421 _____
Phone Numbers ____ 207-326-9244 – home _____
Relation _____ Former Member; past President Davidson University _____
E-mail _____ bovagt@davidson.edu _____

Name _____ Rachel Riggle _____
Address _____ Grace Presbyterian Church-222 E. Broadway Street, Winona, MN 55987 _____
Phone Numbers ____ 507-458-7478 _____
Relation _____ Former Student Pastor _____
E-mail _____ RevRiggleGPC@gmail.com _____

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

Name _____ John E. Wray _____
Address _____ 1215 LaClair Street _____
City _____ Pittsburgh _____ State _____ PA _____ Zip Code _____ 15218 _____
Preferred Phone _____ 412-877-8702 - cell _____
Alternate Phone _____ 412-241-5367 - home _____
E-mail Address for PNC Communications (required): _____ jehmwrap@aol.com _____



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature
