



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

MINISTRY INFORMATION FORM

Ministry ID 8236

Ministry Name Westminster Presbyterian Church

Mailing Address 2040 Washington Road

City Pittsburgh State PA Zip Code 15241

Telephone Number 412-835-6630 Fax Number 412-835-5690

Email apnc@westminster-church.org

Web site www.westminster-church.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 550



***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)
None required	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?

We seek to be a caring community of faith committed to bringing people to Christ and developing their faith through worshiping God together, teaching the faith, and serving in mission.



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 statement sees Westminster as "A welcoming, loving, and dynamic Christian congregation, where people discover spiritual growth and renewal to serve God by using their talents and abilities to care deeply for each other, our community, and our world." Recalling how Jesus said, "I am the vine and you are the branches ... apart from me you can do nothing," we want to be joyful servants of Christ, strengthened and led by the Holy Spirit to love one another in ways that give glory to God. Everything we do is driven by this vision, as we strive to be faithful to the Great Commandment to love God and love our neighbors as ourselves.

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

Everything begins with worship, including one contemporary and two traditional services on Sunday mornings and other services on special occasions. In worship we give thanks and praise to God, celebrate the sacraments, and hear God's Word to inform and direct our lives.

From worship we move to Christian education and spiritual formation through classes for all ages, a vibrant youth ministry, and various adult Bible studies and small groups. Pastoral care is also a major priority, as indicated below.

We reach out to the surrounding community, in part, through the Westminster Early Childhood Education Programs (WECEP) and the Westminster Recreation and Outreach Center (WROC), a wide array of programs for physical and spiritual growth. Westminster is a principal supporter of local missions, including the South Hills Interfaith Movement (SHIM) and City Mission in Washington, PA, local food banks, and ministries in the city of Pittsburgh. We also partner with a number of churches in the city around matters of racial justice and reconciliation. Internationally we have close ties to work in Haiti, Malawi, and India, involving not only financial contributions but personal relationships. Youth and adults are encouraged to participate in all these outreach activities and various mission trips.

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

Pastoral care is a high priority for our congregation and community, and it is the central focus of this associate pastor position that we're seeking to fill after a wonderfully effective nine-year tenure by our previous associate.



A congregation of more than 1700 members has many needs for individual and family care, and we also sponsor a number of support groups for members and others in our area. The associate pastor for congregational care needs to have two different but related sets of abilities: first, to provide direct pastoral care to individuals and families; and second, to oversee a rather large network of other care providers, including deacons, Open Arms Partners (roughly akin to Stephen Ministers), a care associate, and a number of care-related small group leaders.

Westminster has, in recent years, developed some models for care that can potentially be shared with other congregations. We also have a small publishing operation that could produce materials for use by caring ministries in other congregations as well as our own.

We hope to find an associate pastor with vision and energy to continue the work that's already begun but also to build upon caring and other ministries in ways that are consistent with her or his particular gifts. We would say to a new associate, "Bring your best, so that you, the congregation, and the rest of our staff can thrive together in sharing the Lord's work."

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

A fundamental requirement for this role will be a deep reliance upon the Holy Spirit as the pastor's principal source of compassion, wisdom, and strength. The work is deeply rewarding but it requires energy as well as a loving heart for people. A calm presence and an abiding sense of God's grace to share the love of Christ with others will add to the joy and depth of our life together.

The associate pastor will need to be warm and approachable, committed to cultivating good relationships with care receivers, care givers, the congregation in general, and members of the wider community. He or she will be observant and a good listener, with an intuitive sense of individual and group dynamics that contributes to a natural, relaxed but effective approach to leadership.

Westminster's pastors have asked from the church's beginning, seventy years ago, "Where do people hurt, and how can we minister with them in Jesus' name?" Some wounds are visible, others are invisible, and we take mental and spiritual health as seriously as the physical. The associate pastor for congregational care will be attentive to people's needs, which means that he or she will also be careful to find and maintain a system for personal nurture and self-care, since the pastor, too, is part of the beloved community.



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

The associate pastor's responsibilities include:

- Providing direct pastoral care to members and friends of the congregation, including visiting people at home and in hospitals and other institutional settings;
- Managing, growing, and overseeing the church's comprehensive care program;
- Serving as principal staff liaison and advisor to the Board of Deacons;
- Performing funerals routinely and weddings occasionally;
- Sharing in worship leadership regularly on Sunday mornings and special occasions, with opportunities for preaching in consultation with the senior pastor;
- Participating as an active and collegial member of the church staff;
- Other duties as requested by the senior pastor.

While these are the basic expectations for the position, the associate pastor may have other gifts or interests to share with the congregation, and the church is open to exploring those possibilities, provided that the needs of the caring ministry are met enthusiastically and effectively.

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		
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
	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.	
		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.
		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.
		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>	<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.
	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.	X 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 \$54,000 _____

Maximum *Effective* Salary \$79,000 _____

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. Sharon Stewart
Address 1240 Oakwood Dr., Jefferson Hills, PA 15025
Phone Numbers 412-657-8865
Relation Neighboring associate pastor, former presbytery staff
E-mail Sharon@spchurch.org

Name Dr. Ronald E. Peters
Address 1000 Bryn Mawr Rd., Pittsburgh, PA 15219
Phone Numbers 412-681-0229
Relation Theologian in residence, Grace Memorial PC, colleague in ministry
E-mail tir.gmpc@outlook.com



Name _____ Rev. Doug Portz _____
Address _____ 1313 Woodhill Dr., Gibsonia, PA 15044 _____
Phone Numbers _____ 267-788-4962 _____
Relation _____ Former presbytery staff, current Board of Pensions consultant _____
E-mail _____ dportz@pensions.org _____

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

Name _____ Rick Ralston _____
Address _____ 3420 Postgate Dr. _____
City _____ Bethel Park _____ State _____ PA _____ Zip Code _____ 15102 _____
Preferred Phone _____ 412-527-3789 _____
Alternate Phone _____
E-mail Address for PNC Communications (required): _____ apnc@westminster-church.org _____

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature