



**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](http://www.pcusa.org/clc)**

## MINISTRY INFORMATION FORM

Ministry ID 08320

Ministry Name: West Hempfield Presbyterian Church

8 West Hempfield Drive  
Irwin, PA. 15642

Phone 724-863-1260

Fax Number : NA

Email [secretary@westhempfieldpc.org](mailto:secretary@westhempfieldpc.org)

Web site <http://www.westhempfieldpc.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** 110

**Church School Attendance** 22 children 15 adults

**Church School Curriculum** Deep Blue from Cokesbury

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

<1% \_\_\_\_\_ Black or African American (African Native, Caribbean)

\_\_\_\_\_ Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

99% \_\_\_\_\_ White

Other \_\_\_\_\_

Presbytery    Redstone                      Synod                      Trinity

**Community Type (select one)**

\_\_\_\_\_ College                      \_\_\_\_\_ Rural                      X \_\_\_\_\_ Suburban

\_\_\_\_\_ Small City                      \_\_\_\_\_ Town                      \_\_\_\_\_ Urban

\_\_\_\_\_ Village                      \_\_\_\_\_ Recreation                      \_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Karen Kifer  
7 North Rolling Hills Avenue  
Irwin, Pa 15642  
Cell 724-309-9059  
Email: [kkifer10@comcast.net](mailto:kkifer10@comcast.net)  
Home Phone – NA  
Fax – NA



**\*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
<u>3-7 years</u>	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?)  No      \_\_\_\_\_ Yes

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

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

**Other:** Experience in membership growth

**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?

Our mission is to:  
 Nourish the faithful.  
 Worship God and love Him with all we have.  
 Act in accordance with what Jesus taught.  
 Reach out and share with others what we've found in Christ.  
 Demonstrate God's love by our words and actions in this community and beyond.

Our vision: WE ARE CHRIST-CENTERED, moving UPWARD in Christ, OUTWARD into the community, and ONWARD into the future.



## 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.

**WORSHIP:** Here we learn, love, and lead through worship, education, fellowship, and mission. International Parish Consultant, Herb Miller has said "Worship is our church's strength and power source." Are you ready to partner with us in that experience?

**ALIVE AND FUTURE ORIENTED:** Sustaining our youth and providing a place for growth in their faith is a priority for the next generation. We guide our youth through fun, Biblical lessons and what it means to be a Christian. Programs include Children's Message during service, Kingdom Kids, VBS, family activities such as Easter Egg Hunt and Pajama Party. As one new youth said, "It's more fun than our old church."

**PRAYERFUL:** A former Synod staff person said, "As a guest preacher, this is the only church where a group of men gathered to pray for me before worship." Prayer is an integral part of our relationship with God. This belief is carried out through all aspects of our church life, in worship, in gatherings, and in our dedicated prayer room.

**MISSION DRIVEN:** We take what we have learned and the relationships that we have developed and lead an effort to spread His Word into the community. For example, we enjoy an active partnership with the elementary school next door.

**UNIQUENESS:** Our facility within a neighborhood affords us many opportunities. We have hosted seminars by national church vitality experts and Church Growth Inc.



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

**OUR COMMUNITY:** We are in a safe residential area with good schools, located less than twenty miles East of downtown Pittsburgh and its world class hospitals, cultural district, universities and seminaries. We go to great lengths to help each other and the community. We offer prayers for the addicted and support local organizations such as Sage's Army and The Father's Heart Ministry, Inc. We are mindful of the community's needs such as opening our doors as a gathering place for a prayer vigil.

**WE NURTURE:** Annually, we have provided winter coats, Christmas dinners, Angel tree gifts, and food baskets to members of the community. Additionally, we have provided back packs through the Presbyterian Disaster Assistance. Beyond our community, we support Haiti through mission trips by church members, monthly financial support, and shoebox ministry. Our very active PWA supports the Johnstown Home, Meals on Wheels, food bank, and Salvation Army. Comfort and support to church families is provided through preparing and serving funeral luncheons. We also have a dedicated prayer room, meditative gardens and pond, gymnasium / multi-purpose fellowship hall, preschool, and staffed nursery.

**WE REACH OUT:** We feel called to continue developing and implementing strategies to welcome new people and invite them into the life of the church. Our goal is to reach the unchurched within the community.

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

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

**UTILIZE OUR TALENTS:** Like most congregations, we want a Wonder Woman or Superman! We pray that our leader would be a catalyst for innovation utilizing the talents from our multigenerational congregation to best serve Christ. We are receptive to change, but our traditional values make us want to take those bold steps with a thought-out and communicated plan as to why and how things should change.

**INSPIRE ACTION:** We seek a Pastor who will help us continue to expand our ministries and outreach into the community, use the strengths of our location and facilities and follow Jesus' teachings to serve our neighbors. We need a Pastor to inspire action within the congregation, attract newcomers, and strengthen and nurture those in need. We also want to discern what new work God is calling us to do. What's next for WHPC?

Our committee firmly believes that **SOMEONE IS BEING CALLED** by the Holy Spirit to WHPC. Our congregation, committee and church friends are praying for the Spirit to move that individual. **ARE YOU THE ONE BEING CALLED?** We are prayerfully waiting to hear from you.



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

**ENERGETIC:** A vibrant person who loves God, loves “the ministry”, and people. Someone capable of bringing out the best in us and through us. A pastor with a wealth of Biblical knowledge, inspired by the teachings of the Lord who can, in turn, motivate the congregation to grow in their faith.

**COMMUNICATOR:** Our ideal candidate would be a bridge builder and visionary that exhibits a non-anxious presence. Like many congregations, we have experienced conflict that has made us aware of a need for good communication, transparency, and dependence on the Lord.

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

Regular, consistent office hours.

Lead and nurture staff including Administrative Assistant, Custodian, Nursery Attendant, Music Director, and Director of Children & Youth Ministries.

Provide an active role in the Youth Program such as prepare youth for confirmation and participate in Christian Education events.

Preparation for two Sunday worship services and developing and expanding our ministries to potentially include a midweek worship service. Gifted at delivering sermons sprinkled with humor that can be applied to everyday life.

Pastoral care through visitation (both hospital and homebound members), counseling those in need, providing regular new member classes, and celebrating the sacraments as well as officiating weddings and funerals.

Help train congregational members called to serve in leadership roles. Moderate session, advise deacons, attend committee meetings, connect with local ministers, and actively participate in the Redstone Presbytery.

Be a catalyst for growth through connection to our communities and addressing mission needs locally and globally.

Focus on outreach activities designed to minister to the unchurched and follow up with visitors.

Provide leadership in developing and promoting the vision and values of WHPC.



### 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)

[www.westhempfieldpc.org/](http://www.westhempfieldpc.org/)  
[www.norwinchamber.com/index.php](http://www.norwinchamber.com/index.php)  
[www.hasdpa.net/](http://www.hasdpa.net/)  
[www.norwinds.org/](http://www.norwinds.org/)  
[www.7springs.com/laurel-mountain/](http://www.7springs.com/laurel-mountain/)  
[www.hiddenvalleyresort.com/](http://www.hiddenvalleyresort.com/)  
[www.nhtpa.us/](http://www.nhtpa.us/)  
[www.hempfielddtp.com/](http://www.hempfielddtp.com/)  
[www.co.westmoreland.pa.us/](http://www.co.westmoreland.pa.us/)  
[www.pittsburghzoo.org/](http://www.pittsburghzoo.org/)  
[www.carnegiemuseums.org/](http://www.carnegiemuseums.org/)  
[bushyrunbattlefield.com/](http://bushyrunbattlefield.com/)  
[fortligonier.org/museum/](http://fortligonier.org/museum/)  
[www.trustarts.org/](http://www.trustarts.org/)  
[www.idlewild.com/](http://www.idlewild.com/)  
[www.kennywood.com/](http://www.kennywood.com/)  
[greensburgartcenter.org/](http://greensburgartcenter.org/)  
[www.thepalacetheatre.org/](http://www.thepalacetheatre.org/)



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>		
5	<b>Compassionate</b> – 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.	<b>Hopeful</b> – 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.
1	<b>Preaching and Worship Leadership:</b> 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.	2
	<b>Lifelong Learner</b> – 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.	<b>Teacher</b> – 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.
<b>COMMUNICATION</b>		
3	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	<b>Public Communicator</b> - 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.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



**ORGANIZATIONAL LEADERSHIP**

	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.	<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.	<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.	<b>Decision Making:</b> 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.
10	<b>Organizational Agility:</b> 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.	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.	<b>Funds Developer</b> – 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.
	<b>Collaboration:</b> 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.			
<b>INTERPERSONAL ENGAGEMENT</b>			
8	<b>Interpersonal Engagement</b> - 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.	6	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
7	<b>Motivator</b> - 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.		<b>Personal Resilience:</b> 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
	<b>Initiative:</b> 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.	4	<b>Flexibility</b> - 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.
9	<b>Self Differentiation:</b> 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 \$48,587

Maximum *Effective* Salary \$51,587

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 Rick and Martha Kilbury  
Address 4602 Senate Court Valencia, PA 16059  
Phone Numbers 724-838-7353  
Relation Former members  
E-mail mskrwk@gmail.com

Name Alex DeRosa  
Address PO Box 631 Saxonburg, PA 16056  
Phone Numbers 724-766-6260  
Relation Former Youth Director  
E-mail Alex@newlifexn.org

Name Tony Marciano  
Address 1754 Haflinger Dr. North Huntingdon, PA 15642  
Phone Numbers 724-875-9447  
Relation Supply Pastor CRE  
E-mail amarciano@duncangrp.com



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

Rachael Pritz  
2757 Mickanin Road  
North Huntingdon, PA 15642  
Preferred Phone 724-433-9547  
Alternate Phone 724-515-2044  
E-mail Address for PNC Communications (required): [Rachlynn5680@yahoo.com](mailto:Rachlynn5680@yahoo.com)

**ENDORSEMENTS**

Pastor Nominating Committee/  
Search Committee \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*