



**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 Grace Community Presbyterian Church

Mailing Address 2751 Grant Street

City Lower Burrell State PA Zip Code 15068

Telephone Number 724-339-9661

Fax Number N/A

Email gracechurchpnc@googlegroups.com

Web site <https://gracecommunitypresbyterian.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 70

Church School Attendance 32 weekly

Church School Curriculum All-in-One Sunday School and Feed Bible Series

Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation *(in whole %):*

Enter the percentage of each racial ethnic component of your congregation.

- American Indian or Alaska Native
- Asian
- Black or African American (African Native, Caribbean)
- Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander
- 100% White
- Other _____

Presbytery Redstone Synod Synod of the Trinity

Community Type (select one)

- College
- Small City
- Village
- N/A
- Rural
- Town
- Recreation
- Suburban
- Urban
- Retirement

Clerk of Session Contact Information:

Name Cathy Vitari

Address 2751 Grant Street

City Lower Burrell State PA Zip Code 15068

Preferred Phone 724-448-1712 Alternate Phone _____

E-mail cvitari@gmail.com FAX _____



***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 a bove 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
0	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) Pastor / Head of Staff

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

Other _____

Language Requirements



X English

Statement of Faith Required X Yes No

Mission Statement

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

Grace Community Presbyterian Church does not have a specifically written mission statement at this time. However, we do practice the church's mission as we worship God, help Christians grow in faith, care for each other in fellowship, and share God's love in Jesus Christ with the world. With these core commitments, we are seeking a pastor to assist us as we live out this mission. We will be working to form our mission statement based on the Mission Study that was recently conducted.

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.

True to our name, we strive to:

- provide the local community with a scripture-based worship opportunity that encourages spiritual growth and education;
- serves God's mission in local, national, and international ministries;
- provides opportunities for fellowship;
- and spreads the Gospel.

We consider ourselves a family and strive to be multi-generational in all activities. Our worship services are traditional. Christian education programs at Grace Church include adult and youth Sunday Schools, weekly bible studies, vacation bible school, youth fellowship, and special activities. In addition to the Presbyterian Mission programs, Grace Church's mission programs include Operation Christmas Child, Habitat for Humanity, an adopt-a-child Christmas program for a local women's shelter, and strong support of Pine Springs Camp in Jennerstown, PA. Congregation members participate in Meals-on-Wheels. We have fellowship dinners and special luncheons throughout the year. A Deacons program serves shut-ins and college students, providing them a link to the church family. We are anticipating that we might come alongside new pastoral leadership to establish, in priorities and practices, our vision for the next chapter of ministry that God has called us to at Grace Community Presbyterian Church.



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

With Grace Church experiencing declining attendance and an aging congregation, this is a significant area of challenge, growth, and opportunity for us. While our past programs offered the community a way to experience God's presence in their daily lives, new approaches and efforts need to be explored for the future. We need a strong vision of where God wants to lead this congregation in terms of addressing the emerging needs of our community. Building upon our Mission Study could provide some ideas such as:

- Food truck neighborhood gatherings in our parking lot,
- Internet/Computer teaching workshops,
- Quilting workshops,
- Offering use of our building for local groups and organizations,
- Tax preparation workshops for those in need of assistance,
- Dance lessons,
- Trunk-or-Treat event in our parking lot,
- Youth music events throughout the year.

We look forward to meeting this challenge with the leadership, support, and assistance of a new Pastor.

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

The new pastor can help inspire our members in efforts to address our existing and future challenges that will reveal and support God's will for Grace Church. The new Pastor will be helpful in assisting us as we navigate changing from some of our past practices (where appropriate) to different and more effective approaches for our Church that help us better meet our communities' needs. Insightful leadership skills and abilities could be helpful in our new pastor as s/he assists us in making what may be significant future changes. Having acknowledged that we face many serious challenges, we are a strong congregation who recognize that even in the worst of times, there are God-provided opportunities. We desire to be open to Our Father's will through the leadership of our new Grace Church pastor. Working and praying together will assure that we are staying aligned with God's direction for us as individuals and as a community-dedicated Christian church.

4. Provide a description of the characteristics needed by the person who is open to being called to this



congregation and/or organization.

We believe the next pastor may need highly developed interpersonal skills and communication skills. These skills will sensitively assist in providing a healthy balance between new programs and efforts to help grow our congregation and current practices and efforts to minister to our local community. This may require patience, perseverance, and prayer for God's leadership. Many of our current congregants are extremely comfortable "with the way things are" and "generally struggle accepting change." This may prove to be one of the most important challenges encountered by our new Pastor of Grace Church. It will require strong personal depth and spiritual grounding – someone who can "walk the talk" and is trustworthy and authentic. Joining with us, we seek someone who exhibits a willingness to demonstrate initiative in exploring new ideas, confidence in making wise decisions (while staying focused on the larger picture), offer thoughtful options and suggestions, and motivate while providing compassionate support and understanding.

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

- Worship leadership, including preaching and administration of the sacraments of Baptism and Holy Communion;
- In partnership with our Deacons and Elders, providing pastoral care, counseling, home, hospital & hospice visits as well as serving communion to the homebound;
- Serving as moderator of the session and working with the session to provide for the life and ministry of the congregation;
- Administrative work, including supervision of other staff persons;
- Teaching New Membership Classes and Youth Confirmation Classes with the assistance and support of members of our congregation;
- Performing Marriage counseling and conducting Marriage ceremonies
- Officiating funeral services
- Attending Council of Churches meetings of all local ministers
- Supporting and resourcing a variety of session/church-related committees



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)

<https://gracecommunitypresbyterian.org>

<https://www.facebook.com/groups/203925233010095>

<https://www.cityoflowerburrell.com>

<https://www.chamberofcommerce.com/united-states/pennsylvania/lower-burrell>



***LEADERSHIP COMPETENCIES**

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

P= Priority

THEOLOGICAL/SPIRITUAL INTERPRETER		
P	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
P	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
	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.	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.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	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.)
P	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP		



<p>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>		<p>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</p>
<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>		<p>Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</p>
<p>Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.</p>		<p>Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.</p>
<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>X</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>P</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>
<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 strengths and limitations of others.</p>		



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.
P	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
X	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 \$ 50,000 Maximum **Effective** Salary \$ 60,000

Housing Type Manse
 X Housing Allowance included in effective salary
 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. Kathy Nice

Address: 1334 Garretts Run Rd., Ford City, PA 16226

Phone Numbers: (724) 875-1565

Relation: Former intern Pastor

E-mail: rev.kathy.nice@gmail.com

Name: Rev. Skip Noftzger, Executive Presbyter

Address: 1004 Mt. Pleasant Rd,

Greensburg, PA 15601

Phone Numbers:(724) 837-6737 Office; (724) 833-0340 Cell

Relation: Redstone Presbytery Executive Presbyter



E-mail: executice@redstonepresbytery.org

Name: Rev. Paul Milz (Retired)

Address: 457 Longvue Dr.,
New Kensington, PA 15068

Phone Numbers: (845) 674-3497

Relation: Friend of Grace Church and
Visiting Pastor when needed

E-mail: Paul.milz@comcast.net

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

Name Catherine Brady
Address 2850 Edgecliff Road #10
City Lower Burrell State PA Zip Code 15068
Preferred Phone 412-841-4904
Alternate Phone 724-337-1523
E-mail Address for PNC Communications (required): catbrad2850@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature