



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

MINISTRY INFORMATION FORM

Ministry ID

Ministry Name Shepherdstown Presbyterian Church

Mailing Address 100 W. Washington St.

City Shepherdstown State WV Zip Code 25443

Telephone Number (304) 876-6466 Fax Number (304) 876-2033

Email office@shepherdstownpresbyterian.org

Web site <http://shepherdstownpresbyterian.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



***Select below the position to be filled and the minimal number of years of experience required (e.g., no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
2-5 yrs	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) _____ Solo Pastor _____



***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	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other	_____		

Language Requirements

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	_____ Other	

Statement of Faith Required Yes No



Mission Statement

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

Shepherdstown Presbyterian Church: An Inclusive Spiritual Community

We welcome all who long for meaning, hope, and belonging. Our faith and practice are rooted in the Way of Jesus and are enriched by wisdom from all sources. We are committed to being and becoming a people of radical compassion, working for justice and wholeness in ourselves and in the world.

We are committed to three core values that are integral to who we are and shape our decisions now and into our future. These core values (commitments) and the beliefs that support them are:

Radical Hospitality: *We Choose Welcome*

- Everyone and everything, and every part of ourselves, is included in the circle of God's love.
- Imperfections and suffering are integral to the spiritual path.

Holistic Spirituality: *Everything Belongs*

- The Way of Jesus is a path of transformation.
- Doubt and questions are essential to faith.
- We are connected in Love with *all*, including those who have gone before us, and all those yet to come.
- We value all sources of Wisdom.

Engaged Compassion: *God is love, and those who abide in love abide in God*

- The Way of Jesus is a way of being in *this* world, loving, serving and making things whole.
- Loving God means loving all of creation.



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.

SPC is an inclusive and progressive spiritual community. We embrace radical hospitality, as practiced by Jesus, as central to the life of our faith: "We Choose Welcome" - without regard to race, age, ability, gender identity, sexual orientation, marital status, social class, political affiliation, or religious background. Together, we are exploring how to be in true communion with God and in true community with others. Our faith leads us to take the Bible too seriously to take it literally, and we believe that attention to social justice and Earthcare are ways to put God's love into practice. We believe the Way of Christ is not a way out of this world, but a way of being in this world, and work for a world that is beautiful, just, peaceful, whole, and free. While centered on the Way of Christ, we also find inspiration in other wisdom traditions, the transformative power of art and music, and the wonders of scientific discovery. Sunday sermons, children's education, youth programs, and adult seminars reflect our mission. We are committed to the formation and support of our children (who always participate in our Sunday services), youth, and Connections - our college campus ministry. We support Presbyterian missions, and actively reach out locally, regionally, and to the wider world. Our Congregation Assessment Tool study rates us transformational (high energy and satisfaction) with a "Magi" culture (highly progressive and adaptable).



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

SPC's sense of reaching out is rooted in God's call to serve others and share God's unfolding love for all. We seek to build the beloved community, establishing and strengthening relationships within the church and beyond our walls: for the congregation at large, in our supper groups and listening circles, contemplative Taize services, and in pastoral care. In the community, we offer many ways to experience God's presence: we sponsor informed lectures, engaging seminars, thought-provoking films, lively concerts, and an affirming campus ministry at Shepherd University - Connections. Our children and youth participate in Sunday services through prayers for all creatures and nations, children's sermons, drama ministry, and a creative Sunday Studio. They also participate in service with local soup kitchens and community cleanups, and in mission trips to rural southern West Virginia, Washington, D.C., and internationally.

We are committed to the exploration of racism and white privilege, support for migrant and immigrant families, solidarity with the Muslim community, affirmation of LGBTQIA+ people, donations for children in need, a ministry to homeless people, and to environmental stewardship - which we emphatically demonstrated when we became one of the first solar churches in WV. As a school of love, we strive to be lifelong learners as our understanding of God's love grows deeper and we discern what God is calling us to do.



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

We are a vibrant and growing community of prayer centered on the Way of Jesus, the light and love of the world. We seek a pastor to join our covenant to love God and others wholeheartedly as realized through radical hospitality, holistic spirituality, and engaged compassion. The pastor will help us to discern where we are being led as a community of faith, to strengthen our connections with each other, and to more actively engage with other communities and organizations to amplify God's caring for the world.

As a bridge builder, our pastor will help us to deeply understand our culture, identity, and history, leading us to become a more fully inclusive and genuinely multicultural organization. The pastor will boldly lead and motivate our commitment to affirming the core value of compassion for all peoples of the world, caring for the Earth, and empowering and equipping individuals and congregations to welcome all people as exemplified by our relationship with More Light Presbyterians. We seek a courageous pastor willing to be vulnerable and take risks with us as we work to live into the future.

Because worship is vital to our communal life, our pastor will be deeply grounded in Reformed theology and acknowledge that the church is "reformed and always being reformed according to the Holy Spirit." Our pastor will celebrate music ministry and invite a creative and participatory style of worship with an active lay leadership contributing to our multigenerational liturgical life.



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

We seek a spiritually mature and engaging preacher with the ability to inspire and empower a diverse and questioning congregation.

Our pastor will do the following:

Embrace our commitment to radical hospitality by practicing compassionate and inclusive behavior. Acting as a bridge builder, the pastor will work to connect people with different worldviews and theological positions.

Guide our progressive congregation in the development of a strategy and vision that is hopeful and future-oriented. The pastor will recognize the value of thinking outside the box.

Be a lifelong learner and an active participant in education programs and have a heart for campus ministry.

Work collaboratively with church leadership and staff, motivating and enabling people of all ages to obtain skills equipping them for ministry leadership, and bringing out the best in everyone and incorporating them into the life of the church.

Share our commitment to take on today's moral, social, ethical, and theological issues. And, will have the energy and ability to inspire others in our mission to serve those living on the margins of society.

Have excellent listening and interpersonal skills, a good sense of humor, and be flexible and adaptable. The pastor will have an ability and interest in developing pastoral care ministries that serve people in need.

Collaborate with church and community members to be good stewards of the Earth and our environment.



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

We are looking for a pastor who will help us maintain the vibrant and progressive spirit of our congregation. The pastor is responsible for the following:

Providing leadership and guidance in the church, in partnership with paid and volunteer staff

Preaching, planning, and carrying out worship with the liturgist, music staff, and worship leaders

Administering the sacraments of Holy Baptism and Holy Communion

Shepherding educational programs for all ages, with particular attention to programs for children and youth, and working to sustain and strengthen our campus ministry at Shepherd University

Meeting regularly with standing committees in the areas of worship, parish care, budget and finance, and administration

Seeing to pastoral care of the congregation, in cooperation with deacons and staff

Conducting marriage and funeral services

Leading new member classes for adults and confirmation classes for youth

Presiding over congregational meetings

Serving as moderator of Session

Serving as a resource to Session, appropriate committees, and staff in preparing the annual budget

Collaborating with Ruling Elders, to meet, train and examine new Ruling Elders

Representing SPC at meetings and in committees of the Shenandoah Presbytery and General Assembly, PC(USA)

Assisting the Clerk of Session and staff in preparation of required reporting to Presbytery and General Assembly, PC(USA)

Representing SPC in the community, such as in the Shepherdstown Ministerial Association and at local events



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. (limited to 500 characters)

www.shenpres.org

www.facebook.com/groups/spcworks/?ref=bookmarks

www.facebook.com/groups/198789357399/?ref=bookmarks

www.mlp.org

www.charterforcompassion.org

www.westminsterfoundation.com

www.parispledge.org/2016/12/largest-community-supported-solar-system-in-west-virginia/

www.shepherdstown.info/

www.shepherdstowngoodnewspaper.org/



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
	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.
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.	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.
	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.	X 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.
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.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		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.
X	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.
	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.	X	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 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.		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.
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

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



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. Ann Held
Address 230 New York Ave., Harrisonburg, Va., 22801
Phone Numbers (540) 271-3908
Relation retired Pastor in Shenandoah Presbytery and 2017 SPC Session Retreat Leader
E-mail aheld73@verizon.net

Name Rev. Carl Howard
Address 564 Peacepipe Lane, Hedgesville, WV 25427
Phone Numbers (304) 754-3814
Relation Shenandoah Presbytery CAT Liaison
E-mail revcarlhoward@comcast.net

Name Rev. Roy Howard
Address 10701 Old Georgetown Rd, Rockville, MD 20852
Phone Numbers (301) 530-0600
Relation Friend of the congregation, SPC CAT Assessor, Led Leadership Retreat 2016
E-mail pastor@saintmarkpresby.org

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

Name Catherine Irwin
Address PO Box 3633
City Shepherdstown State WV Zip Code 25443
Preferred Phone (304) 876-9297
Alternate Phone _____
E-mail Address for PNC Communications (required): shepherdstownsearch@gmail.com



ENDORSEMENTS

Pastor Nominating Committee _____ Date _____

Signature: Catherine Irwin

Clerk of Session _____ Date _____

Signature: Suellen Myers

Presbytery _____ Date _____

Signature (print name): _____
