



**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 6501

Ministry Name Westminster Presbyterian Church

Mailing Address 990 Old Springfield Pike

City Xenia State OH Zip Code 45385

Telephone Number 937-372-9246 Fax Number \_\_\_\_\_

Email office.wpcx@gmail.com

Web site www.wpcx.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 50-55



Church School Attendance 16

Church School Curriculum David C Cook/Wired Word/Lectionary (kids)

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

10% Black or African American (African Native, Caribbean)

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

\_\_\_\_ Middle Eastern

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

90% White

Other \_\_\_\_\_

Presbytery Miami Valley Synod \_\_\_\_\_

**Community Type (select one)**

\_\_\_\_ College

\_\_\_\_ Rural

\_\_\_\_ Suburban

X Small City

\_\_\_\_ Town

\_\_\_\_ Urban

\_\_\_\_ Village

\_\_\_\_ Recreation

\_\_\_\_ Retirement

\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name Joyce Rickels

Address [contact by email for details] \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail Whrickels@aol.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 above 10 years)**

<b>Years of Experience</b>	<b>Position Type</b>	<b>Years of Experience</b>	<b>Position Type</b>
1st ordained call	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		Pastor (For Such a Time as This Pastoral Resident)
	Bi-vocational/Tentmaker		Youth Director (non-ordained)
	Chaplain		Other
	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                      x \_\_\_\_\_ Open to Either  
 \_\_\_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** X No \_\_\_ Yes  
 (If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_\_ No X

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

<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>	_____
<b>Other</b>	_____		

**Language Requirements**

<u>X</u> _____ English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

**Statement of Faith Required** X Yes \_\_\_ No

**Mission Statement**

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

- Sharing our journey with God in words and deeds
- "Our journey with God" means personal transformation
- "Sharing in words" means encouraging each other in fellowship and reflection on how our personal stories are part of God's story
- "Sharing in deeds" means service to the community that results naturally from transformation



## 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 mission statement came about as Session reflected on our church's calling a few years ago. We felt that the Spirit was moving us to a new, unifying view, in which the role of the church is to support the spiritual formation of each member of our congregation as we seek to become disciples of Christ. Currently, we consider that the Mission of Westminster is to nurture, form, and equip those whom God calls as disciples. We do that through: Belonging in community together and in communion with God; sharing together in God's story and the stories of our lives; and practicing our faith in joyful worship and service. We come to worship in the hope to be changed into the people God wants us to be, and we encourage each other in this process of change. One thing that members really value about Westminster is our respect for each other. This congregation has the ability to accept people as they are, while challenging them to be more. When we let ourselves be changed in response to God's story, we find ourselves broken open to the hurts of this world. We are turned outward to the community, with a deep desire to serve the hungry, the lost, the lonely, the suffering. As a church, we work together to serve as Christ directed.

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

"Church" doesn't end with the Sunday postlude, we are active within our local community. Our church coordinates the Pass It On Ministry, which matches people who have needs with people who have the resources to meet those needs. Pass It On also solicits grants and donations to purchase beds for people in Greene County who would otherwise be sleeping on the floor. Over the last 6 years, Pass It On has helped over 1700 families. We have also formed a church-school partnership with our neighboring elementary school, Tecumseh. We have provided school supplies, tutors and assisted in a variety of school programs. During the holidays, we assist school families that may need food, presents, or other personal items. We recently opened our doors to the Xenia Community Children's Choir for practices and concerts. Additionally, we provide financial and volunteer support to other Greene County organizations that help the least fortunate. We support the local food pantry, the Caring Place meals at the First Evangelical Lutheran church, the homeless shelter at Christ Episcopal Church, the Women's Recovery Center, the Interfaith Hospitality Network, and The Living Well clinic. Westminster also welcomes local AA groups, hosting 5 meetings a week in our building. A highlight of our efforts each year is our Valentine's Day visit to the Elmcroft Assisted Living Center: we enjoy serving and getting to know the residents. All these efforts in turn strengthen our relationship in the community.



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

We need a strong leader now, as we try to live into our growing sense of what we are called to do. We have been through difficult times: We engaged significant energy and emotion in considering a possible merger with a neighboring church, ultimately realizing we were unable to combine the goals and cultures of the two communities. It was shortly after this setback that our pastor of ten years took another call elsewhere in the Miami Valley. These changes were accompanied by a decline in attendance which made our financial situation more difficult. So while we have a new vision and a sense of hope about that vision, we also have a lot of anxiety about our future. We hope for a pastor who will be unafraid to call for change where it is needed; who will bring energy and enthusiasm that will encourage visitors and wavering members to commit to this community; and who will encourage the members of this church to serve and lead with confidence, according to their gifts.

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

The person we call will have a strong sense of his/her own spiritual journey, an enthusiasm to share what is possible in God, and confidence to lead. We hope to call a minister who is excited about the spiritual renewal happening at Westminster. We have a vision of what we are called to be, but we need leadership and encouragement to live boldly into this vision, instead of looking back at who we used to be.

The person we call will be an effective preacher, knowledgeable in scripture, and thoughtful about the challenges of living a Christ-centered life: Our worship time provides an opportunity to give praise to God, as well as, an opportunity to be challenged and reoriented in our faith, so that we may go out and serve in our community. We value preaching that is scripturally-based and attuned to the ways we need to grow in faith in our daily lives.

The person we call will be patient and encouraging in pastoral care: Our church family has a strong tradition of helping each other, but we need a pastor who will come alongside and encourage us in illness and adversity, particularly as we have many older members.

The person we call will be socially skilled and able to capture the Westminster feeling of building relationships, expanding our outreach and being a part of our journey with God in words and deeds.

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

Coordinate efforts of the paid staff members, which include part-time secretary (10 hours a week), choir director, organist, nursery worker and custodian. Our church is known for the music program and it is an integral part of our worship service; therefore it is important to collaborate with the choir director and organist to ensure the worship music complements the weekly message.

Serve as leader of worship and administer the sacraments, and involve the congregation in worship, thereby facilitating spiritual growth; officiate at weddings, baptisms and funerals.



Participate in the development and support of the educational programs for the congregation, and be a resource person for fellowship groups within the congregation.

Maintain personal growth programs through formal and informal study as required and as appropriate. Encourage membership in the Westminster Presbyterian Church by actively welcoming visitors to the congregation and by holding new member classes as needed.

Provide pastoral care including calling and counseling. Also to provide in and supervise hospital, shut-in and emergency visitation.

Provide administrative leadership and organization integration for the congregation as the Session directs.

Moderate the Session, serve as ex-officio with the Nominating Committee, act as a resource to other committees as necessary and moderate Congregational meetings and gatherings as called by the Session.

### 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.wpcx.org](http://www.wpcx.org)



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>			
X	<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.
X	<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.		<b>Spiritual Maturity:</b> 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.
	<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.	X	<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>			
X	<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.	X	<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.
	<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.	X	<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.
X	<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>			
X	<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.		<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.
X	<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.	X	<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.
	<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 \$49,276 \_\_\_\_\_

Maximum *Effective* Salary \_\_\_\_\_

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 Judith Barr

Address [contact chair of PNC for details: jbharp@prodigy.net]

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

Name Rev Kelley Shin, pastor of Memorial United Presbyterian Church

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_



Name Rev Alicia Nierman, pastor of First Evangelical Lutheran Church

Address \_\_\_\_\_ [contact chair of PNC, below, for details]

Phone Numbers \_\_\_\_\_

Relation \_\_\_\_\_

E-mail \_\_\_\_\_

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

Name Jennifer Harphant Jbharp@prodigy.net

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

E-mail Address for PNC Communications (required): Jbharp@prodigy.net

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee Jennifer Harphant Date 1/21/2016  
Signature

Clerk of Session Joyce A. Rickels Date 1-21-2016  
Signature

Presbytery Raymond W. Street (COM) Date 1-31-16  
Signature Chair