

PRESBYTERY REPORTS—SEPTEMBER 2018

From the Stated Clerk

- The Stated Clerk reports that she:
 - Appointed the Rev. Lyman Smith to moderate the Arlington Presbyterian Church congregational meeting.
 - Dismissed Centreville Presbyterian Church and the Rev. Robin Bromhead to the Covenant Order of Evangelical Presbyterians effective July 9, 2018.
 - Appointed Harriet Hopkins to moderate the session meeting of First United Church of Dale City on July 31, 2018.
 - Appointed the Rev. Stephen Smith-Cobbs to moderate the congregational meeting of Lewinsville Presbyterian Church on July 29, 2018.
 - Appointed the Rev. Saul Cardona to moderate the Kirkwood Presbyterian Church session meetings beginning September 1, 2018 and until appointment of an interim pastor.
 - Appointed the Rev. Judith Michaels to moderate the Redeemer Presbyterian Church session meetings in September and October 2018.
 - Appointed the Rev. Lyman Smith to moderate the Sixth Presbyterian Church session meeting on September 19, 2018.
 - Dismissed the Rev. Loril Hawk to Utica Presbytery effective August 26, 2018.
 - Appointed Ruling Elder Charles Barber and Ruling Elder James Wilson to moderate Northeastern Presbyterian Church's congregational meeting on September 2, 2018.
- The Stated Clerk reports the following resignations from committees/commissions:
 - Rev. Minh Towner, Mission Coordination Committee
 - Richard H. Glover, Sr., RE, Preparation for Ministry
- The Stated Clerk reports that the Mid-Atlantic Synod's annual Presbytery Records Review took place on July 18, 2018, and the National Capital Presbytery's records were found to be without exception.

From the Community PC Administrative Commission

On March 22, 2018 the Leadership Council of National Capital Presbytery empowered the Moderator, William Plitt to appoint an Administrative Commission with the following duties:

1. The Commission shall invite the members of the Community Presbyterian Church of Alexandria to a conversation about returning to a right relationship as a congregation of the PCUSA.

2. The Commission shall afford to the members of CPCofA an opportunity to be heard on the matter of the dissolution of the congregation.

3. If the members of CPCof A are unresponsive to this inquiry or unwilling to comply with the requirements of the PCUSA, the AC shall act to dissolve the congregation.

4. If the church is to be dissolved, the Administrative Commission shall attend to all matters related to the dissolution, including but not confined to:

a. collection of all records, financial, rolls and registers, Session minutes, and other documents.

b. transfer of real property, deed or deeds, and any other property to National Capital Presbytery.

5. The Commission shall keep full record of proceedings and submit the same to the Stated Clerk for incorporation in Presbytery records.

6. The Administrative Commission shall report all decisions to the Stated Clerk who shall report them to the Presbytery.

Members of the Administrative Commission: Rev. Kevin Powell, Chair; Rev. Madeline Jarvis, Sec'y; Elder Tressie Muldrow (15th St.); Elder Joan Erickson (Heritage)

The Commission met first on April 3, 2018, at the presbytery office, with Sara Coe, Stated Clerk, and Rev. Wilson Gunn, GP. It has met together again in person and by conference call and e-mail several more times.

Community United Presbyterian Church of Alexandria was established on April 30, 1933 by the Presbytery of Southern Virginia, Catawba Synod. It moved to its current location, 1122 Oronoco Street, in Alexandria in 1959. In July 1983, the church was transferred from the Presbytery of Southern Virginia to the National Capital Union Presbytery. In the years since then, the church has struggled financially, and in maintaining ongoing pastoral leadership. A number of committees and commissions have been sent to them without positive results.

In 2012, in a letter, the church requested to be dismissed with their property, and the then committee (Rev.'s Ann Herlin, Cameron Byrd, Carla Gorrell) responded with a letter outlining the necessary steps to be taken by the church and the presbytery if this were to come about. No further action was taken by the church or the presbytery. It is now calling itself in its worship bulletin, and the sign on the building, The New Life Missionary Baptist Church.

Last fall the National Capital Presbytery began to try to hold discussions with the church. The church postponed, and ultimately cancelled, a proposed meeting with the General Presbyter of National Capital Presbytery, thus necessitating the establishment of the Community Presbyterian Church Administrative Commission. The administrative commission has made several attempts to engage the congregation. These efforts include letters dated April 12, 2018 (to the current pastor, Rev. Florence Foust and to all the known remaining members of the former Presbyterian congregation) and August 5, 2018 (hand-delivered to the church on a Sunday morning) and a personal visit by the commission members to the church on August 12, 2018 for the worship service and to engage in conversation after. The pastor and congregation were unwilling to discuss the status of the church after the service with the commission and the commission was told Community would be in touch with the commission subsequently. There has been no subsequent contact by the church with the commission. In sum, letters have been ignored, meetings scheduled have been cancelled, and visits have been turned away. Because it seemed clear to us that reconciliation would not be able to be accomplished ecclesiastically, we sought and retained legal counsel (John J. Matteo, Esq.) with the approval of the Stated Clerk and General Presbyter.

Accordingly, the administrative commission, meeting by conference call on August 17, 2018, with Sara Coe and John Matteo present, moved unanimously to dissolve the congregation of the Community Presbyterian Church of Alexandria, on the grounds that its members have been dispersed, its work abandoned, and that the present congregation styling itself as the New Life Missionary Baptist Church, has ceased to be a part of the Presbyterian Church in the USA. This action was communicated to the church by letter, to which we have received no response.

Our attorney will now send a demand letter to the church to retrieve the property and books and records and, if this is unsuccessful, file an action in the District Court of Alexandria.

Respectfully submitted,

Madeline Jarvis, Secy.
September 12, 2018

From the Unity PC Administrative Commission

Minutes
Administrative Commission for Unity Presbyterian Church
Meeting with the Session of Unity Presbyterian Church
August 12, 2018
Unity Presbyterian Church

Participants Present: Diane Walton Hendricks (convener) Teaching Elder, Falls Church, PC; Charles Barber, Ruling Elder, Northeastern PC; Sandra Whetstone, Ruling Elder, Southminster PC; Denise Anderson, Pastor Unity PC, and Unity Presbyterian Session.

Absent & Excused: Sandra Barrett, Ruling Elder, Garden Memorial PC, and Sara Coe, NCP Staff Liaison.

The meeting/discussion began at approximately 1:00pm, with a prayer based on a Discernment Prayer of the Sisters of Notre Dame. Rev. Diane convened the meeting following a written agenda as outlined below:

- Version 2 of a draft Dissolution Resolution was reviewed and discussed as follows:
 - **Introduction** - Ann Sole was asked to prepare 2-5 paragraphs for the **Introduction**.
 - **Resolution**- Minor edit was made on this section. In the fourth paragraph, first line the “s” was removed from the word “recommends”.
 - **Pastoral Care**- Under bullet # 1, third sentence, the word “*honor*” was put in place of the word “*expedite*”. Under bullet # 2, it was concluded that Unity’s Torch newsletter will inform members that transfers of membership by the Clerk of Session need to be made before December 31, 2018 and after that date, membership transfers will be made by Presbytery until December 31, 2019. Under bullet # 3, first sentence, the word “pastor” was changed to

“pastors” and “Faith Presbyterian Church” was added after “Southminster” in both the first and second sentences.

- **Records-** The word “By” replaced the word “On”.
- **Real Property and Related Assets** –Under bullet# 5, the word “after” was used in lieu of the words “Upon approval of”. Unity’s Clerk of Session stated that all leasees have been notified of the pending closure via letters, and verbal meetings.
- **Assets/Other-** Wording from the St. Paul dissolution document will be used for this part in conjunction with advice from Sara Coe.
- **Leases-** Notices have been given to all tenants that the leases will end by December 31, 2018. To date, most tenants have continued to occupy and pay rent.
- **Finances-** There was a general review of church finances and the most recent financial statement. There appears to be sufficient funds to cover expenses anticipated through the end of the year.
- **Timeline update-** The timeline was discussed in detail. December 2nd was said to be Unity’s first choice for final celebration. There was much discussion about type and venue of celebration. No definitive plans have been made.
 - Final Worship is scheduled for December 30th followed by a congregational lunch at a restaurant to be announced.

Next AC meeting with Unity is scheduled for September 30, 2018 at 1:00 pm at Unity Presbyterian Church.

The meeting was adjourned with prayer at 2:39 pm

Respectfully Submitted,

Sandra Whetstone

From Leadership Council

NATIONAL CAPITAL PRESBYTERY LEADERSHIP COUNCIL MEETING MINUTES

September 5, 2018

“God is doing a new thing, now it springs forth. Do you perceive it?” Isaiah 43:19

Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic.

Present: Lee Bishop, Bill Plitt, Charles Barber, Laura Cunningham, Quinn Fox, Beth Goss, Miriam Dewhurst, Neill Morgan, Elsie Reid, Pat Futato

Excused: Denise Anderson, Dave McClung

Absent: Cameron Byrd, Rudy Cohen

NCP Staff: Wilson Gunn, Sara Coe, Karen Chamis, Todd McCreight, LaJuan Quander, Jan Moody

Karen Chamis announced the option of Leadership Council discussing the book *Canoeing the Mountains*, by Tod Bolsinger, with a focus on gleaned possible lessons for the presbytery, before each LC meeting from 12-12:30.

- LC Chair Charles Barber called the meeting to order with prayer at 12:30.
- New LC member Rev. Neill Morgan was introduced, as well as the following guests:
Elder Mark Stunder, Chair Budget and Finance,
Rev. Ann Herlin, Chair, Personnel,
Elder Tressie Muldrow, Chair, GP Search Committee, and
Rev. Diane Hendricks, Chair Unity AC.

General Presbyter Rev. Wilson Gunn led a brief devotion.

General Presbyter Bridge Coverage:

- After the staff was excused from the room, Rev. Ann Herlin, chair of the Personnel Committee, presented a proposal from Personnel. (Attachment 1) At LC's request, Personnel agreed to look at the budget impacts of a possible protracted bridge coverage situation, and to monitor how the proposed plan is working out once it is in place.

Motion: To approve the proposal from the Personnel Committee for bridge coverage between Wilson Gunn's departure and the arrival of the new General Presbyter. **Approved**

- Report from GP Search Committee
 - Tressie Muldrow, chair of the GP Search Committee, presented the Ministry Information Form and the General Presbyter job description. (Attachments 2,3)

Motion: To approve the Ministry Information Form and General Presbyter Job Description, drafted by the General Presbyter Search Committee, with suggested edits from LC, for posting on Church Leadership Connection. **Approved**

- Chair of Budget and Finance, Elder Mark Stunder. presented the proposed 2019 Operation/Mission Budget.

Motion: To set the proposed 2019 Operating Budget at \$1,094,498, which includes an increase in the combined per capita rate from \$39.91 to \$41.73 (a 4.56% increase). \$31.93 of the \$41.73 goes to NCP. **Approved**

Motion: To set the 2019 Mission Budget at \$951,563 with a 15.2% Contribution to the Presbyterian Mission Agency (PMA) from unified giving contributions and 2.8% to Presbytery Leader Formation (PLF). **Approved**

- Update on the Financial Planning Task Force
 - Beth Goss, member of the Financial Planning Task Force, reported that the task force assembled in 2017 had completed the work they were tasked to do. She proposed recruiting a new team that would work on developing a financial model/tool for making a five-year financial projection for NCP that considers a variety of variables that reflect the changing climate of the presbytery. The Task Force will serve as a resource, along with the Budget and Finance Committee, for equipping LC to make good stewardship decisions for the future that will interface with NCP emphases and policies already in place. The LC Chair will recruit new members, that will include representation from LC, for the Task Force. The group will be asked to give an update to LC at the November 7 LC meeting and the November 27 Presbytery meeting.

Motion: The Chair of LC will recruit members for a Financial Task Force, which will make an initial report to the November LC and NPC meetings. **Approved**

- 2019 Minister Compensation Policy
 - Wilson Gunn presented the Draft from COM of the 2019 Minister Compensation Policy

Motion: To approve, and recommend, with edits from Leadership Council, to Presbytery, the draft of the 2019 Compensation Policy. **Approved**

- Financial Giving Initiative Update
 - LaJuan Quander reported that the Consultant's report was received; but, still needs to go to the stewardship committee for review before presenting report to LC.
- Church Updates
 - The Rev. Diane Hendricks gave a report from the **Unity PC AC**. The following motion was presented to LC:

Motion:

Dissolution Resolution for Unity Presbyterian Church

Introduction

Unity Presbyterian Church was formed as a merger between Camp Springs Presbyterian and District Heights Presbyterian on May 3, 1998.

District Heights Presbyterian Church opened its doors on June 15, 1947 to 255 people under the care of the Rev. Robert S. Chamberlain. Following him came the Rev. Frank W. Penick, the Rev. James M. Armstrong, the Rev. Robert Wallace McCarter, the Rev. William H. Johnson and then the Rev. Roy Sharrett. Rev. Gerald Wheat and Rev. Theodore Nace were two of the interim pastors that filled the pulpit until the closing service held on May 3, 1998.

From this vibrant church came the nucleus of Camp Springs Presbyterian Church, formed on May 21, 1961. Rev. Laurean H. Warner, Jr. started with 59 charter members who met in Camp Springs Elementary School and then Roger B. Taney Junior High School. The congregation moved into its church building on 5.2 acres of land on a hill at the corner of Farmer Drive and Brinkley Road on July 24, 1966. Following is the list of pastors that served next: Rev. K. Dean Myers, interim pastor Rev. Frederick A. Feldner, Rev. John G. McFayden, interim pastor Rev. Theodore Nace, then the Rev. Calvin H. Gittner.

Rev. Gittner became the pastor of Unity Presbyterian Church in Camp Springs on May 3, 1998. Next came interim pastor Rev. John Boyles and then the Rev. Evangeline G. Taylor followed by stated supply pastors: Rev. Richard G. Thomas, Rev. Dr. Jean M. Coyle and the Rev. T. Denise Anderson.

Some of Unity's mission projects have been: Warm Nights shelter program, ACT (Andrews, Camp Springs, Temple Hills) cluster Thanksgiving and Good Friday services, collecting food each Sunday and clothes for United Christian Missions (Agape), making teddy bears for Children's Hospital, Thanksgiving and Christmas baskets, giving to the Christmas mitten tree and the Souper Bowl of Caring offering. Some of Unity's fellowship times have included: annual picnics, ice cream socials, clean up days, yard sales, Christmas dinners and going to Toby's dinner theater.

Unity's church banner "One In The Lord" was inspired by the large tree that one sees from the pulpit. From the roots (Camp Springs PC and District Heights PC) came the tree of Unity (branches) to bear fruit (in the leaves) FAITH, HOPE, LOVE.

Resolution

Whereas the congregation of Unity Presbyterian Church was founded May 3, 1998;

And whereas at the request of the Unity Presbyterian Church Session, National Capital Presbytery voted on November 15, 2016 to establish an administrative commission to work with the Session to discern ongoing viability and the possibility of dissolution;

And whereas the Session of Unity Presbyterian Church voted on October 22, 2017 to request that National Capital Presbytery to dissolve the Unity Presbyterian Church congregation effective December 31, 2018;

Now, therefore, the Session and Administrative Commission recommend that National Capital Presbytery concur with the request of the Session of Unity Presbyterian Church to dissolve the congregation effective December 31, 2018.

And further, the Administrative Commission recommends that National Capital Presbytery commend the Session and members of Unity Presbyterian Church for their grace and faithfulness in making this difficult decision and their support of the greater church through their pastor's service as co-moderator of the 222nd General Assembly and their support of NCP's New Thing ministry development initiative;

And further, the Administrative Commission recommends the National Capital Presbytery approve the following implementation procedures:

Pastoral Care

- 1.) Pastoral Care of the members of Unity Presbyterian Church shall be a concern for surrounding Presbyterian churches and National Capital Presbytery as a whole. Every effort shall be made to welcome those members who choose to transfer membership to or attend nearby Presbyterian churches. The Session of Unity Presbyterian Church is committed to honor any member's request for transfer prior to dissolution on December 31, 2018.
- 2.) The membership rolls kept by the Clerk of Session of Unity Presbyterian Church are to be transmitted to the Stated Clerk of National Capital Presbytery by December 31, 2018; the Stated Clerk will maintain the membership rolls for one year, until December 31, 2019, and shall grant letters of transfer upon request. On the one year anniversary date of the dissolution of the church, all remaining membership names shall be deleted from the membership rolls of National Capital Presbytery.
- 3.) Following the date of dissolution, pastoral care for members on the rolls of National Capital Presbytery will be provided by the pastors of Southminster or Faith Presbyterian Churches and/or other neighboring congregations. "Pastoral care" in this context is meant to be a response to a pastoral emergency or crisis. National Capital Presbytery expressly authorizes the pastors of Southminster or Faith Presbyterian Churches and/or other neighboring congregations to offer shut-in communion as is deemed appropriate.

Records

4.) By December 31, 2018 the Stated Clerk of National Capital Presbytery will receive the Session minute books, all registers, rolls, and records of Unity Presbyterian Church.

Real Property and Related Assets

5.) Following dissolution National Capital Presbytery will continue to hold title of all of Unity's real estate consisting of about 5.2 acres of land located at 4401 Brinkley Road, Temple Hills, MD 20748.

6.) Prior to dissolution, the Session of Unity Presbyterian Church shall terminate all leases with any tenants who currently have leases to use the property.

Assets/Other

7.) The treasurer of Unity Presbyterian Church shall remain in place until financial matters are settled. The treasurer shall clear any outstanding debts and financial obligations.

8.) When all outstanding debts are paid, the treasurer of Unity Presbyterian Church's bank accounts and transfer all financial assets to National Capital Presbytery.

Dismissal of Administrative Commission

9.) The Administrative Commission designated to work with the Session of Unity Presbyterian Church shall be dismissed with the Presbytery's thanks upon the submission of their final report and the action of National Capital Presbytery. **Approved**

- Wilson Gunn presented the following recommendation to form an AC for **Wheaton Community PC**:

Motion: To approve and recommend to Presbytery that the Presbytery form an Administrative Commission for Wheaton Community Presbyterian Church with the following powers and responsibilities:

1. In the absence of a Session, assume original jurisdiction with all the powers and responsibilities of a Session.
2. Call, moderate and record the action of a congregational meeting for the purpose of electing a nominating committee to propose a slate of members to be elected to serve on the Session of the Wheaton Community Presbyterian Church (WCPC).
3. Advise the Nominating Committee in its selection of proposed candidates to sit on the Session.
4. Call, moderate and record the action of a congregational meeting which will elect Session members after receiving the recommendations from the Nominating Committee.
5. Provide for the training, examination, installation and/or ordination of those elected to be elders for service as the Session of the WCPC.
6. Report to the Presbytery any additional recommendations for action regarding the WCPC.
7. Communicate to the congregation concerning any matter the Administrative Commission deems appropriate.

8. Report quarterly the progress of the Administrative Commission to the Stated Clerk of the Presbytery.

The Moderator of the Presbytery is empowered to appoint members of this Administrative Commission.

Rationale: The entire Session of Wheaton Community Presbyterian Church resigned leaving no Session in place. **Approved**

- Todd McCreight gave an update on **United Korean PC** and the challenges, including Montgomery County's forest conservation easement on part of the property, to selling the manse.
- Todd gave an update on **Neelsville PC** and its final steps to disaffiliation.
- Karen Chamis presented a report on the Brazilian Bible Church

Motion: To authorize a budget variance of \$8,000 from the Mission Fund for Immigrant Ministries to assist the Brazilian Bible Church with its rental payment to the Neelsville church. that would represent a good will compromise with the Neelsville congregation.

Background: The Brazilian Bible Church has been nested in the Neelsville church's chapel for many years. As Neelsville began the discernment process regarding departure from the PCUSA, we began the process of locating a new place for the Brazilians to worship to satisfy immigration policies. This move requires permission of the USCIS. This process was slower than anticipated, and complicated by the denial of the R1 extension for the Mizo pastor. We were denied expedited processing of the address change and have not had approval yet.

Neelsville understood that the Brazilians would be moving, and therefore welcomed another rental opportunity which now occupies the Chapel. This necessitated the Brazilian congregation to move into the larger Sanctuary. The rental fee for that space is significantly larger than the Chapel and is beyond the financial ability of the congregation. In conversation with Neelsville's previous pastor, CDC was able to authorize a payment of \$3,000 from 2017 funds to assist with the rental agreement through March. CDC's expectation was that the visa would be processed by then, and the Brazilian congregation could then move to its new home at the Taiwanese church in Derwood. Due to the delay, the Brazilian congregation is now in arrears of \$18,000. The \$3K that was given in 2017 is not reflected in the Neelsville accounting which brings the actual amount to \$15,000.

Approved

- Karen presented a report on the **Mizo Church**

Motion: To authorize the National Capital Presbytery's filing of a suit with the Department of Justice under the Administrative Procedures Act in response to the adverse decision of the U.S. Citizenship and Immigration Services regarding an extension of status as an R-1

Temporary Nonimmigrant Religious Worker of Rev. Lal Engzau, the pastor of Mizo Presbyterian Church.

Rationale: The foci of this suit include a violation of the First Amendment (RFRA) by the United States Citizenship and Immigration Service as well as a complaint that the USCIS has misunderstood the compensation policies as well as ‘moved the goal posts’ during the filing and appeals procedure.

Cost and Funding Sources: The projected costs are up to 25,000. \$1,169.79 from Immigrant Congregations and Emerging Ministries Fund, the remainder to come from a variance to Mission Fund.

Approved

○ **Sara Coe gave an update on Community PC**

An AC was formed to meet with the Session of Community PC. A letter, by special messenger, was sent to the church on Aug 5 to notify the church that the AC was coming to visit on August 12. When the AC arrived at the church, they were informed that the letter had not been opened. After repeated unsuccessful attempts to communicate with the church Session, the AC has acted to dissolve the church. On August 22, a letter was sent explaining the action. The church property reverts to NCP. NCP has hired an attorney to assist with next steps in the dissolution of Community Church from NCP.

○ Wilson presented the COM recommendation for head of staff at **Lewinsville PC**.

Motion: To call the Rev. Scott Ramsey as Pastor/Head of Staff of Lewinsville Presbyterian Church under the Terms of Call presented to the congregation and request the National Capital Presbytery to approve this call as provided by Book of Order G-2.0504c.

Approved

Note: Rev. Laura Cunningham, who is married to the nominee, did not vote on this motion.

- Wilson presented the Interfaith Conference of Metropolitan Washington Statement on Racism.

Motion: To approve and recommend to Presbytery the Interfaith Conference of Metropolitan Washington Statement on Racism.

Approved

- Karen gave an Update on the Anti-Racism Initiative
- Calendar Updates
 - Charles led a discussion about meeting dates for LC meetings

NCP Meetings for 2020

Motion: To approve the following dates for National Capital Presbytery meetings in 2020: January 28, March 24, May 26, June 30, September 22, November 17 **Approved**

- Wilson reported on the Recommendation from Nominating Committee for CTC Chairs.

Motion: To approve the nominations of the Rev. Lyman Smith (Specialized) and Ruling Elder Harriet Hopkins (Fairfax) to be co-chairs, Congregational Transitions Commission, for the year ending 9/1/19.

- Wilson proposed to LC the approval of the following motion for the Nominating Committee:

Motion: propose to the presbytery to approve Jochabed Jordan, class of 2021 for Nominating Committee. **Approved**

Next Meeting: October 3 Devotion: Pat Futato

The meeting closed at 3:30 with prayer led by Wilson Gunn.

Attachment 1: Proposal from Personnel

Attachment 2 MIF for NCP GP

Attachment 3 Job Description for NCP GP

ATTACHMENT 1

Proposal for Staff Coverage during the time period between the departure of Wilson Gunn and the arrival of the New General Presbyter

The personnel committee recommends relying on the current presbytery staff, supported by some temporary contracted help, to bridge the gap between the departure of Wil-son Gunn, and the arrival of the new General Presbyter. The personnel committee recommends the following approach, with the details to be adjusted as needed:

- That Karen Chamis be designated Acting Head of Staff, and also be the point person for covering other essential functions of the General Presbyter's role during this time.
- That the presbytery employs on a part-time contract basis a person experienced in the work of the Committee on Ministry to cover the GP's essential duties in those areas
- That Karen Chamis be empowered to employ on a part-time contract basis a person or persons to assist with some of her duties as the Associate for Congregational Development.
- That she or the personnel committee be empowered to employ additional help on a part-time contract basis as particular needs arise

Background:

Having listened to the experience of the staff, the personnel committee believes this would be the most effective, least disruptive approach to maintaining the essential work of the presbytery for the anticipated period of 3-6 months (recognizing that it could stretch longer.). The staff functioned well during Wilson's three-month sabbatical during the summer of 2017, during which Karen Chamis served as Acting Head of Staff. The personnel committee recognizes that this situation will be different in at least three ways:

- There is a different dynamic when the person will be returning to a position versus when the position is vacant.
- This gap may last longer than three months.
- This gap will not be during the relatively slow summer months.

It is for these reasons that the personnel committee recommends employing some additional contract help, and explicitly designating Karen as the point person for the essential GP duties. It is not envisioned that she would fulfill all the duties of the General Presbyter, but rather that she would cover the essential functions necessary to maintain the work of the presbytery during the gap.

The following is designed to give a sense of the work that would need to be "picked up" during the gap time, with our proposal for how those duties might be filled. We estimate that the duties assigned to Karen would take approximately 5-10 hours / week, with the COM support duties approximately 5 hours / week. We recognize that all of the staff will be handling an increased

load during this period and appreciate the willingness they have expressed to take on these tasks. The staff is supportive of this approach.

Head of Staff duties:

- Approve requests for leave and continuing education, and address any staffing issues that arise - Karen Chamis
- Liaison to personnel committee - Karen Chamis
- Identify and employ additional staff help (on a contract basis) as needed. - Karen Chamis

Provide support & leadership to Leadership Council:

- Sara, Karen, Todd, LaJuan, and Jan would continue to provide leadership and support in their areas of responsibility.

Provide crisis support to minister members / congregations:

- Field the calls that come into presbytery when there is a problem / question / need - Karen Chamis
- Assess the degree of urgency, and delegate (to committees or other resources as appropriate), delay (anything that can wait probably should), or deal with as needed. – Karen Chamis

Staff liaison to committees:

- Nominating — Sara Coe
- CPM - Jan Moody
- Sexual Misconduct Response Team - Colette Ramm is liaison for Healthy Boundaries training. Should an issue of misconduct arise, Karen and / or Sara would be the staff liaisons.
- COM - Colette would continue to provide administrative support to the COM committees. Sara also attends the Coordinating and Transitions committee meetings. Karen and / or the person employed to support COM would also be involved with Coordinating and Transitions, as well as serving as the liaison for the Ministry Relations Team, and for the Care Team, as needed.

Other roles:

- Wilson's job description also designates him as Assistant Treasurer, and as Stated Clerk in the Stated Clerk's absence. We don't anticipate a need to fill these roles, but should it arise, it could be covered by Karen (with the support of the staff), or someone could be designated at the time.
- Karen Chamis would take the lead, in coordination with the other directors, in handling, assigning, or deferring other issues / needs that arise.

Provide support & leadership to Committee on Ministry:

- Seek or provide executive to executive reference checks for incoming and outgoing minister members - Karen Chamis
- Monitor work of committees and congregations to be sure staying compliant to policy. - The COM Hire, with Colette Ramm
- Available as resource to chair of COM - The COM Hire
- Support / facilitate work of Ministry Relations Team should a crisis / conflict issue arise - Depending on the situation, the COM Hire, Karen, and Sara could be involved
- Monitor Healthy Boundaries compliance — Karen or the COM Hire, with support of Colette Ramm

Support for work of Associate for Congregational Development (Karen):

- Give authority to Karen to hire part-time help on a contract basis to cover any areas of her congregational development work that could be effectively “outsourced,” to free up her time for these additional responsibilities.



**PRESBYTERIAN CHURCH (U.S.A.)
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Fax # (502) 569-5870
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MINISTRY INFORMATION FORM

Ministry ID 150424

Ministry Name National Capital Presbytery

Mailing Address 11300 Rockville Pike Suite 1009

City Rockville State MD Zip Code 20852

Telephone Number 240-514-5348 Fax Number 240-514-5349

Email NCPEPSearch@gmail.com

Web site www.thepresbytery.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 (28,255)
- ☐ N/A

Average Worship Attendance N/A



Church School Attendance _____ N/A

Church School Curriculum _____ N/A

☐ 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.

___0___ American Indian or Alaska Native

___5___ Asian

___16___ Black or African American (African Native, Caribbean)

___1___ Hispanic Latino/Latina, Spanish

___0___ Middle Eastern

___0___ Native Hawaiian or Other Pacific Islander

___78___ White

Other _____

Presbytery _____ National Capital _____ Synod _____ Mid-Atlantic _____

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

_____ Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

☒ N/A

Clerk of Session Contact Information:

Name Sara Coe

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Preferred Phone 240-514-5352 Alternate Phone 301-213-5805

E-mail scoe@thepresbytery.org FAX 240-514-5349



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

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	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) General Presbyter

***Employment Status**

X ☐ Full Time ☐ Part Time ☐ 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):

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 <input type="text"/>			

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	<input type="text"/> Other	

Statement of Faith Required ☒ Yes ☐ No



Mission Statement

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

"God is doing a new thing, now it springs forth. Do you perceive it?" Isaiah 43:19

Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic.

Emphases through 2022

We are a relational network, proclaiming the gospel, aspiring to unity in Christ, and celebrating our diversity in service to God's mission pursuing these emphases:

1. We will challenge, equip, and support our congregations and their leaders in their discernment of God's invitation to discipleship and stewardship as we:
 - a. Serve as a catalyst for mission by connecting congregations with common local, national, and international mission interests.
 - b. Bear public witness to the love, truth, and justice of God in Jesus Christ specifically in the areas of racism and reconciliation.
 - c. Cultivate and nurture our congregations to be communities of love striving for a healthy forgiveness and reconciliation with our neighbors, and working to dismantle the dividing walls of hostility and indifference.
 - d. Provide a forum for our leaders and congregations to equip them with the skills for adaptive change.
 - e. Connect ruling elders across congregations enriching their missional identity as apostles sent into the world to serve God's mission.
 - f. Actively explore new ways of empowering and equipping congregations in their discipleship formation of children, youth, young and older adults.
2. We will launch new Christian communities.
3. We will provide care, oversight and accountability for teaching elders and certified educators



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? In addition, describe how this vision is lived out.

We seek to experience and express more fully the life of Jesus Christ in our congregations and communities, and in our shared life as a presbytery.

We understand this as a joyful call to live into the incarnational tension of grace and truth – that embraces justice and evangelism as friends, not adversaries, that pursues unity within our diversity as a sign of God's kingdom, and that welcomes innovation and accountability as shared expressions of faithful discipleship.

We believe the Triune God who saves, calls and equips has gathered to this place many who are eagerly rising to confront the challenges of our time, along with many who bear the burden of loss, shame and injustice.

We aspire to be a Spirit-led people and presbytery who proclaim the good news of Jesus Christ, welcome the stranger, empower the voiceless, challenge the privileged, protect the vulnerable, and tear down every dividing wall of hostility.

We are already embarked on fruitful ministries of compassion and justice, unity and reconciliation, witness and worship, evaluation and transformation.

We are not ashamed to speak and act in accord with our conscience and the word of God, in the work of confronting racism, violence, poverty, bigotry, disunity, idolatry, and injustice.

We are committed to living as friends and colleagues across the aisle and across cultures, creatively and collaboratively, relationally and respectfully, in ways that honor our Lord Jesus and build up his Church.

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



NCP is committed to supporting and connecting our member congregations as they each respond to the needs of their particular communities. As churches develop interest and energy around specific problems (e.g. hunger, racism, human trafficking), our presbytery provides resources, information, networking, and other support to empower their ministries.

Furthermore, as the presbytery that ministers within our nation's capital, we feel called to use our collective voice to articulate a faithful response to many of the pressing concerns of our time. Our members hold a wide range of opinions regarding politics, missional identity, and other categories related to outreach ministries and social justice ministries. In spite of those differences, there is a unified agreement that as disciples of Jesus we must follow his example and be concerned for our fellow human beings. We present all of our churches with opportunities to speak up in the public square.

Perhaps the most important part of our missional commitment is demonstrating Christ's love by loving our neighbors. There is consensus that loving the neighbor requires us to develop relationships with people who are different from us. It is easier to be in community with people who are "like us," but when we come together we draw closer to creating the world that God has envisioned. This commitment to relationship across theological, political, economic, ethnic, and cultural lines for the sake of the gospel is a core part of our identity as a presbytery.

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

Our mission statement is "God is doing a new thing, now it springs forth. Do you perceive it?" Isaiah 43:19. Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic. Our new GP will be able to help us to embody that mission, to articulate it, and to achieve our calling.

In many ways, the GP will be a catalyst, connecting congregations with each other for mutual benefit and the greater good. This includes connecting those with common interests in local, national, and international mission. The GP can also actively explore new ways of empowering and equipping congregations in their discipleship formation of children, youth, young and older adults. The GP will have the unique opportunity and ability to support and encourage networks of congregations and/or individuals from different congregations for one common mission.

Strong congregations are central to us achieving our mission and vision. The new GP should cultivate and nurture our congregations to be communities of love striving for healthy forgiveness and reconciliation with our neighbors and working to dismantle the dividing walls of hostility and indifference.



To do so, our new General Presbyter should be a builder, teacher, leader, and a consensus builder. Effective leadership in this role will help NCP to fulfill our goals as we seek to bear public witness to the love, truth, and justice of God in Jesus Christ, especially in the areas of racism and reconciliation.

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

Given the diversity of NCP, our GP will have the unique challenge of ensuring that a wide range of people feels heard and included. Our GP needs a lot of spiritual maturity to stay grounded and self-differentiated, confident in their own beliefs but open to and respectful of the viewpoints of others.

NCP has a lot of opportunities for creative, innovative ministries, but we also face our share of challenges. We believe that God is calling someone to NCP who is willing to be present and non-anxious in situations of conflict, helping congregations navigate differences and build bridges – both within their own communities and with the presbytery.

We live in a populous area that is home to many different cultures and customs. Our GP needs to possess emotional intelligence and be able to understand and work across cultural differences.

We seek a GP who will think ahead and develop a vision for NCP's future, and who can see the steps that must occur to realize that vision. We see our GP as a leader who welcomes change, who wants to see the presbytery move from strength to greater strength in the future, and who can effectively communicate a vision (and the changes necessary to make it happen) to the congregations in our presbytery.

NCP is a large and complex organization; we see our next GP as someone who can understand and work within that complexity, as well as have the ability to adapt and be flexible as circumstances change.

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

We seek an effective, gracious servant leader for our diverse presbytery, to keep it strong, interconnected, and Spirit-led.

As Chief Executive:

- Help presbytery to actively engage in developing, articulating and implementing its vision.
- Promote responsible stewardship and financial integrity of Presbytery.
- Encourage congregations to align their policies and procedures with NCP protocol and vision.



- Be accountable for the vetting of pastoral candidates on behalf of churches; act as gatekeeper when problems are identified.
- Lead initiative to identify potential threats to the overall health of the Presbytery and develop mitigating strategies.
- Serve as a member of Council, ex-officio and without vote.

As Head of Presbytery Staff:

- Be accountable for the work product of Presbytery staff, promoting collegial, collaborative effort among all staff members.
- Encourage and support appropriate training and professional development for all staff.
- Oversee supervision and annual evaluation of staff in consultation with the Personnel Committee.
- Implement Presbytery Personnel Policy.
- Make final decisions regarding support staff employment.
- Serve as an ex-officio member of all search committees for program staff positions and as liaison with the Personnel Committee when conducting searches.

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)



*LEADERSHIP COMPETENCIES

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

THEOLOGICAL/SPIRITUAL INTERPRETER			
	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.
	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X	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.		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

	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 other turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	X	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.
X	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	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



	informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.		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.
	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			
	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.	x	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.		Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	x	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
x	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.		



***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 122,500 Maximum *Effective* Salary N/A
 Housing Type Manse
 X 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?

 x Yes

 No

REFERENCES (Limit 3)

Below, please list three persons who know your Presbytery. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference.



Name

Rev. Dr. Larry R. Hayward

Address 2701 Cameron Mills Rd Alexandria VA 22302

Phone Numbers 703-549-4766

Relation Pastor Westminster Presbyterian Church

E-mail LHayward@wpc-alex.org

Name Rev. Jan Edmiston

Address: 2831 N. Sharon Amity Road, Suite A Charlotte, NC 28205-6605

Phone Number 980-207-5216

Relation General Presbyter, Charlotte

E-mail jan.edmiston@presbofcharlotte.org

Name Rev. Yena Hwang

Address 10723 Main St. Fairfax, VA 22030

Phone Numbers 703-273-5300

Relation Associate Pastor, Fairfax Presbyterian Church

E-mail yentakathryn@gmail.com

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

Name Tressie Muldrow

Address 2801 Kanawha St. NW

City Washington State DC Zip Code 20015

Preferred Phone 202-244-7942

Alternate Phone 202-903-4027 E-Mail muldro@rcn.com

Address for PNC Communications (required): NCPEPSearch@gmail.com



ENDORSEMENTS

GP Nominating Committee/

Search Committee _____ Date _____

Signature

NCP Stated Clerk _____ Date _____

Signature

Presbytery _____ Date _____

Signature



General Presbyter Position Description

“God is doing a new thing, now it springs forth. Do you perceive it?” Isaiah 43:19

Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic.

POSITION PURPOSE

The General Presbyter (GP) is responsible for faithful and innovative leadership for the National Capital Presbytery (NCP) and will be a catalyst, connecting congregations with each other for mutual benefit and the greater good.

- The GP will provide vision, oversight, and communication to implement the stated mission of NCP. The GP will work to encourage and build up the work of NCP 's congregations and their witness to the greater Washington tri-state Area.
- The GP will serve as head of staff of the presbytery and as spokesperson of the Presbyterian Church (USA) in the geographical bounds of the presbytery. The GP is expected to perform all duties in the spirit of the shared mission purpose of the presbytery, its leaders, staff, and volunteers.
- The GP should effectively collaborate with others, including other entities within the PC(USA), to foster a cohesive and mutually supportive presbytery organization. As in all ministries on a presbytery level, the GP will continue to combine responsibility and authority with accountability.

DUTIES AND RESPONSIBILITIES

The General Presbyter (GP) is responsible

A. Chief Executive

1. Lead the Presbytery in the development and implementation of its vision.
2. Implement Presbytery decisions in matters of strategy, program, policies and resources.
3. Provide counsel and support to clergy and lay leaders in times of conflict.
4. Promote and monitor responsible stewardship.
5. Promote the financial integrity of Presbytery.
6. Serve as a member of Council, ex-officio and without vote.

B. Head of staff.

1. Be accountable for the work product of Presbytery staff.
2. Promote collaboration among all members of Presbytery staff.
3. Support appropriate professional development and training for all staff.
4. Oversee the supervision and annual evaluation of staff in consultation with the Personnel Committee.
5. Implement Presbytery Personnel Policy.
6. Make final decisions on employment of support staff.
7. Serve as an ex-officio member of all search committees for program staff positions and as liaison with the Personnel Committee in such searches.
8. Provide leadership and staff support to Leadership Council, and Committees of Presbytery

C. Spiritual Leader to congregations, sessions, pastors and those in specialized ministries.

1. Interpret the mission of the whole church (which includes the decisions, programs and policies of Presbytery).
2. Promote the connectional nature of the Reformed tradition.
3. Proclaim the Gospel of Jesus Christ, in an inclusive way.
4. Engage in a ministry of reconciliation.
5. Promote peace and unity within the Body of Christ.
6. Coach minister members as needed.



General Presbyter Position Description

“God is doing a new thing, now it springs forth. Do you perceive it?” Isaiah 43:19

Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic.

D. Other roles and responsibilities.

1. Represent the Presbytery at all governing body levels of the PCUSA and when appropriate in ecumenical and interfaith settings.
2. Serve as Assistant Treasurer.
3. Support the work of the Mission Interpretation Team.
4. Plan and participate in approved continuing education.
5. Serve as Stated Clerk in his/her absence

ACCOUNTABILITY

The General Presbyter is accountable to National Capital Presbytery through the Personnel Committee, which reports to the Leadership Council, for accomplishment of the responsibilities of this position.

OTHER REQUIREMENTS

The General Presbyter should be able to travel to churches and governing body meetings, both within and outside the NCP. The GP should be technologically savvy and able to communicate through a variety of mediums.

REVIEW AND EVALUATION

The GP is accountable to the Presbytery Personnel Committee, which reports to the Leadership Council. The Personnel Committee will initially conduct a review of performance at the six-month mark. That performance conversation will be repeated in another six months and annually thereafter or as needed. All performance evaluation will be administered in accordance with Presbytery Personnel Policy.

TERM OF SERVICE

The General Presbyter (an exempt position) is elected by National Capital Presbytery for an indefinite term. This position is full time



General Presbyter Position Description

“God is doing a new thing, now it springs forth. Do you perceive it?” Isaiah 43:19

Sent by the Triune God to be agents of salvation, reconciliation and justice, we empower and challenge our congregations to be Missional, Pastoral and Prophetic.

QUALIFICATIONS AND COMPETENCIES

Qualifications

- **Spiritual Maturity:** Fosters a Christ-like faith and wisdom. Approaches ministry joyfully and with integrity. Can articulate a clear and consistent theology and is committed to continued education.
- **Vision:** Establish a clear, achievable and compelling vision for the presbytery.
- **Mission Ownership:** Understands and embodies the mission and values of the Presbytery and can articulate them to others..
- **Integrity and Trust:** Is seen as trustworthy partner in mission; direct, honest and transparent in communicating with others; keeps confidences; admits mistakes; and responds to critical situations in a timely and helpful manner.
- **Interpersonal Skills:** Displays emotional resilience; establishes good working relationships with staff, clergy, and lay leaders; builds appropriate rapport; and avoids communication triangles.
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; listens actively; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener;
- **Written Communication:** Writes clearly and succinctly and in a tone appropriate to the context.
- **Decision Making and Problem Solving:** Demonstrates sound judgment when approaching difficult problems and applying effective solutions.
- **Organizational Knowledge:** Shows an understanding of organizational structures and knows how to accomplish goals through formal and informal channels. Is able to navigate political and theological barriers.
- **Motivating Others.** Able to inspire and motivate others to do their best work. Fosters a sense collegiality and shared decision making.
- **Supervising Work:** Establishes clear expectations and gives clear direction to staff; provides regular feedback with the goal of enhancing and improving performance.
- **Strategic Management:** Is future oriented and can visualize the larger picture of where the organization is heading; identifies and prioritizes strategic objectives that are consistent with the vision of the organization; creates effective breakthrough objectives to carry out strategies; balances risk with desired outcomes.

Committee on Representation Report for 2017

September 2018

Contextual Statistics

Total Membership for 2017

- 28, 255 Active Members (A decrease of 1.559 Active Members from 2016)

Gender

- Of 28,255 Active Members, 59.1% were female
- Of 202 Leadership Roles, 51.0% were fulfilled by females

Age

- Of 3,945 Active Members 25 years old and under, 0 serve in NCP Leadership positions
- Of 15,395 Active Members 26-65 years old , 143 serve in NCP Leadership positions
- Of 6,783 Active Members 65+ years old, 59 serve in NCP Leadership positions

Ethnicity

- Of the 28,255 Active Members, during 2017 there were 202 Leadership positions
 1. 4.1% of Active Members were Asian American with 6.9% serving in Leadership positions
 2. 8.7% of Active Members were African American with 5.3% serving in Leadership positions
 3. Less than 1% of Active Members were Hispanic or Latino/with less than 1% serving in Leadership positions
 4. 5.6 % of Active Members are African with 1% serving in Leadership positions
 5. There were also 87 Middle Eastern members, 15 Native American, and 58 'Other'. These groups are not currently represented in NCP Leadership positions.
 6. 23.7% of overall Leadership Positions are held by people other than Caucasian – including 38.4% of the Leadership Council

Growing Edge

Although exact numbers are not available, a significant number of members in the 26 to 65 year old demographic who serve in Leadership positions are age 60 or over. A large segment will soon be counted in the 65+ age category. As the Senior Adult category grows the Young Adult and Adult categories may decline resulting in a higher concentration of older members in Leadership positions.

National Capital Presbytery

Committee on Representation

Summary of Leadership Positions – 2017

	Total	Male Clergy	Male Laity	Female Clergy	Female Laity	Asian Amer.	African Amer.	Hisp. Latino	Native Amer.	Multi- Cultural	Middle Eastern	Caucasian	Other Self ID	Disabil.	Youth 25 & Under	Young Adult 26-35	Adult 36-64	Senior Adult 65+	Note
COMMISSIONS																			
AC on Congregational Property	9	2	6		1		1					8					4	5	
COM Coordination	7	4		2	1							7				1	5	1	
COM Transition	11	3	1	4	3							11					7	4	(2)
Permanent Judicial	12	5	1	2	4	3	3					6					11	1	
COMMITTEES																			
Bills & Overtures	10	2	2	1	5		3					7					6	4	(2)
Budget & Finance	6	1	3		2		2					4					4	2	(2)
Church Development	10	2	3	4	1	2						7	1			1	7	2	(2)
Committee on Ministry	35	12	3	14	6	1	3					31				1	26	8	(2)
Investment	2		2									2					2		
Leadership Council	13	2	5	3	3		5					8					9	4	
Mission Coordination	11	4	1	1	5	2						9				2	8	1	
Nominating	12	3	2	4	3	3	2					7				1	7	4	(2)
Other (Chesterbrook Residences)	1				1							1					1		
Personnel	8	2	2	1	3		2					6					6	2	(2)
Preparation for Ministry	31	7	7	7	10	1	2	1				26	1			3	20	8	
Representation	2	1	1				2										1	1	(2)
Session Records	7		2	1	4		3					4					3	4	
Stewardship	6		5		1							6					4	2	
Synod	9	1	2	3	3	2	3					4				1	2	6	(2)
TOTAL (1)	202	51	48	47	56	14	31	1	0	0	0	154	2	0	0	10	133	59	

Notes:

- (1) Represents total Leadership Positions as opposed to total persons
- (2) Committee contains at least one member who serves on another committee as well