



**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 10102

Ministry Name Westminster Presbyterian Church

Mailing Address 2701 Cameron Mills Road

City Alexandria State VA Zip Code 22302

Telephone Number 703.549.4766 Fax Number 703.548.1505

Email office@wpc-alex.org

Web site www.wpc-alex.org

Statistics below will be amended to reflect 2020 Statistical Report to be approved by Session.

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 378



Church School Attendance Preschool 25; Elementary 45; Youth 18; Adult 33; Children’s Choir 40; Music & More 5-Day Summer Program 71; Youth Fellowship 28; Adult PM Bible Study 35; Adult Weekday AM Class 40

Church School Curriculum Elementary – Sparks Rotation & Godly Play; Preschool – God Loves Me Books ; Youth – Sparkhouse: Collaborate, Youth Ministry Architects Spice Rack and teacher-created curriculums; Adult Curriculum based on 4 pillars: 1) Biblical Study, 2) Spiritual Formation, 3) Health & Wholeness, and, 4) Cultural/Current Events (2020-21 theme: “What is Faith Formation?”)

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
- 1 Asian
- 2 Black or African American (African Native, Caribbean)
- Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander
- 97 White
- Other _____

Presbytery National Capital Synod Mid-Atlantic

Community Type (select one)

- | | | |
|------------------------|------------------------|-------------------------------|
| <u> </u> College | <u> </u> Rural | <u>X</u> <u> </u> Suburban |
| <u> </u> Small City | <u> </u> Town | <u> </u> Urban |
| <u> </u> Village | <u> </u> Recreation | <u> </u> Retirement |
| <u> </u> N/A | | |

Clerk of Session Contact Information:

Name Doug Anderson
 Address 2701 Cameron Mills Road
 City Alexandria State VA Zip Code 22302
 Preferred Phone 703.820.3568 Alternate Phone 703.549.4766
 E-mail clerk@wpc-alex.org FAX 703.548.1505



***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) |
| <u>First Ordained Call</u> | 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) Stated Supply Associate Pastor for Youth and Young Adults

***Employment Status**

Full Time Part Time Open to Either
 Bi-vocational (able to provide employment through outside partnership)

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

Clergy Couple (Are you open to a clergy couple?) Yes No

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

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

Language Requirements

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

Statement of Faith Required Yes No



Mission Statement

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

By the grace of Jesus Christ and through the power of the Holy Spirit, the people of Westminster Presbyterian Church joyfully commit ourselves to build and nurture a worship-centered church to the glory of God. In vibrant corporate worship, we hear the Word of God proclaimed in sermon and celebrated in song and sacrament. We are called through prayer, education, fellowship and mission to uphold one another, to grow in faith and Christian love, and to serve God faithfully in our community, in our nation's capital, and throughout the world. We welcome to Westminster all who seek to discover the significance and meaning of Jesus Christ in their lives.



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.

Westminster Presbyterian Church was formed in 1940 and has an established, community-oriented personality. It draws many of its members from the dense suburban neighborhoods surrounding the church in Alexandria, Va., which borders Washington, D.C. Its membership is a broad and stable mixture of seniors, singles, empty nesters, and families – including 350 children and youth.

Westminster Presbyterian Church embraces its young adult ministry and believes in its youth, providing a safe and caring environment where they know they will be accepted and welcomed, regardless of where they are in their faith journey. Westminster believes that developing enduring relationships among our youth and young adults and with the congregation at large will help our youth and young adults grow in faith and connect to the life of the church. Westminster, as a congregation, provides opportunities for faith formation – through worship, mission, fellowship, and all ministries of the church. We believe that a nurturing community of faith creates a foundation to share God's love in the world. Westminster has a politically informed membership with both liberal and conservative viewpoints. The church places high value on non-partisan preaching and teaching that informs individual decision-making within a spiritual context.

This position is Stated Supply and follows the onset of disability for the current Associate Pastor for Youth and Young Adult Ministries. We seek a person sensitive to grief among youth and to the effects of isolation due to COVID.

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

Westminster is a vibrant, growing church. We're excited to build on our existing youth program, which draws about 75 from ~100 eligible youth and attracts regular attendance of about 20 youth on Sunday nights and 35 to annual mission trips.



The congregation's youth are growing up in challenging times, especially with respect to issues of faith. Our youth program strives to be an accepting place where all views are respected. We challenge our youth program staff and volunteers to be active in the lives of our youth, not only within but outside the church's walls. We believe that this gives our youth the strong faith they need to live out God's will in the world.

A successful youth program is undoubtedly linked to a strong young adult program. Today's youth are tomorrow's young adults. One thing that makes Westminster unique is that, in addition to young adults raised in Alexandria, our city is home to many young adults who move here from all over the country. As a result, we have many young adult visitors. Some stay for a short while, and others stay permanently. We want to engage both groups. Our young adult ministry is focused on creating a community within the congregation focused on the challenges and opportunities unique to young adults, a population under-served in many congregations. It is created and nurtured through special events and formation opportunities targeted at young adults.

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

This position will continue Westminster's commitment to ordained leadership of the youth and young adult programs. Ordained leadership is important in that it integrates these ministries throughout the rest of the congregation's activities. It is important for youth and young adults to see their leader in the chancel on Sundays. We see our youth and young adult programs as important entry-points as we foster engaged members and leaders who are active within inter-generational and other congregational activities.

This position will provide a strong theological background to our youth program. It will give authenticity to the lessons and counsel provided to the youth in the church. This position will also prove vital in continuing the strong young adult ministry at Westminster. The person in this position will plan and coordinate the events for young adults and form relationships with the young adults of the congregation, including friends and visitors.

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

We are looking for a team player who will become an integral member of our pastoral staff. This individual will be one who is a good listener, thoughtful counselor, and in equal measure, is energetic in leading and working with our youth ministry and young adults ministry. As an advisor to youth and young adults, this individual must be creative in his/her use of social media and technology.



This individual will also be encouraged to explore new approaches and offer suggestions for the bettering of our youth and young adult programs.

By being directly involved in the development of faith and fellowship in the lives of our youth and young adults, this person should act as a mentor exuding energy, compassion and knowledge. Also, to create a deeper connection with our youth, this individual should have insight into adolescent growth and development. This individual will work closely with youth and young adults as they navigate their own faith and discern their role in the church and the world around them.

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

- *Serve as a member of our current pastoral staff consisting of a Pastor/Head of Staff, Associate Pastor for Christian Formation (to whom this position will directly report), Associate Pastor for Pastoral Care and Mission, and this position*
 - *Plan, develop, and lead implementation of young adult ministries (adults up to age 40 without children) and outreach to members and visitors through social media, group events, and 1-on-1 meetings, and other events*
 - *Plan, develop, and lead implementation of middle school and senior high ministries with the freedom to innovate, including Confirmation*
 - *Provide middle school and senior high Christian Formation classes, including selecting curriculum, topics, and teacher recruitment*
 - *Lead youth fellowship programs, retreats, mission trips, camps, fundraisers, and Youth Sunday*
- *Recruit and organize advisors, church members, parents, and youth into leadership and support roles*
- *Work with professional staff to plan and lead worship, preaching 5 times per year*
- *Attend weekly staff meetings with other clergy. Attend Session meetings, and Christian Formation Committee meetings*
- *Participate in weddings and funerals as requested and administer the sacraments of baptism and communion.*

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)

<http://www.wpc-alex.org/>
<https://twitter.com/wpcalex>
<https://www.instagram.com/wpcalex/>
<https://www.youtube.com/user/WPCAlexandriaVA>





***LEADERSHIP COMPETENCIES**

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

| THEOLOGICAL/SPIRITUAL INTERPRETER | | |
|--|---|--|
| X | <p>Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p> | <p>Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.</p> |
| | <p>Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</p> | <p>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.</p> |
| | <p>Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</p> | X |
| | | <p>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.</p> |
| COMMUNICATION | | |
| X | <p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p> | <p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p> |
| | <p>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.</p> | <p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p> |
| X | <p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p> | |



| ORGANIZATIONAL LEADERSHIP | | |
|----------------------------------|---|---|
| | Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations. | Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission. |
| X | 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. |
| | Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo. | Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes. |
| | Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions. | Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective. |
| | Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy. | X Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies. |
| | Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems. | Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives. |
| | 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. | | 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. |
| X | Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment. | | Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate |
| X | Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results. | 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 \$ \$74,686 Maximum *Effective* Salary \$74,686
Housing Type Housing Allowance



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 Kyle and Meredith Smoot
Address 2157 Timber Meadows Charlottesville, VA 22911
Phone Numbers 703-989-5839//703-989-5879
Relation Former young adult members and youth advisors
E-mail Kyle.smoot@outlook.com // Meredith.lee08@gmail.com

Name Reverend John Molina-Moore
Address 11300 Rockville Pike #408 Rockville, MD 20852
Phone Numbers 240-514-5348
Relation General Presbyter
E-mail jmolinamoore@thepresbytery.org




Name Reverend Tara Spuhler McCabe
Address 11300 Rockville Pike #408 Rockville, MD 20852
Phone Numbers 240-514-5348
Relation Director of Congregational Development and Mission
E-mail tspulhermccabe@thepresbytery.org

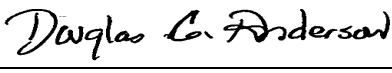
***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Robin Muthig
Address 2701 Cameron Mills Road
City Alexandria State VA Zip Code 22302
Preferred Phone 703.549.4766
Alternate Phone _____
E-mail Address for PNC Communications (required): apnc@wpc-alex.org

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee  Date 2/10/21
Signature

Clerk of Session  Date 2/10/21
Signature

Presbytery _____ Date _____
Signature