



**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: 10122

Ministry Name: Saint Andrew Presbyterian Church

Mailing Address: 711 W. Main St

City: Purcellville **State:** VA **Zip Code:** 20132

Telephone Number: 540-338-4332 **Fax Number:** NA

Email: standrew.pastorsearch@gmail.com

Website: <https://www.standrew-pres.org/>

Congregation or Organization Size (Select one):

Under 100 members

101 - 250 members

251 - 400 members

401 - 650 members

651 - 1000 members

1001 - 1500 members

More than 1500 members

N/A

Average Worship Attendance: 112

Church School Attendance: We just recently began offering in-person school attendance; will update numbers once Fall 2021 term begins.

Church School Curriculum: We are developing our curriculum for Fall 2021 at this time; our new CYM coordination is analyzing our church's previous school curriculum.



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

Ethnic Composition Of Congregation (in whole %):

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

- _____ American Indian or Alaska Native
- _____ Asian
- 1% Black or African American (African Native, Caribbean)
- _____ Hispanic Latino/Latina, Spanish
- _____ Middle Eastern
- _____ Native Hawaiian or Other Pacific Islander
- 99% White
- _____ Other: _____

Presbytery: National Capital Presbytery

Synod: Mid-Atlantic

Community Type (select one):

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

Clerk of Session Contact Information:

Name: Marcia Owens, Clerk of Session

Address: 711 W. Main Street

City: Purcellville **State:** VA **Zip Code:** 20132

Preferred Phone: 703-431-5642

Alternate Phone: NA

E-mail: mowens.teach@gmail.com,

***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 Presbyter/Executive Presbyter Presbytery Leader
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders & other staff)		Stated Clerk (Presbytery)
	Head of Staff (supervised one teaching elder and other staff)		Synod Executive
	Associate Pastor (Christian Education)		Mid-Council Program Staff
	Associate Pastor (Youth)		General Assembly Staff
	Associate Pastor (Other)		Church Business Administrator
	Pastor (Church Planter, New Worshipping Community)		Executive Director
	Pastor (Transformation/Redevelopment)		Director of Music (non-ordained)
No specific level of experience required	Pastor Interim		Minister of Music (ordained)
	Pastor (for a designated term)		Mission Co-worker (International)
	Pastor (Other Temporary i.e., Supply, Student)		Christian Educator (Certified)
	Pastor, yoked/parish		Christian Educator (non-certified)
	Co-pastor		Administrator
	Executive Pastor		Funds Developer
	Evangelist or Mission Pastor		Finance Manager
	Bi-vocational/Tentmaker		Media Specialist
	Chaplain		Communicator
	Pastoral Counselor		Coordinator
	College/Seminary Faculty		Youth Director (non-ordained)
	Seminary Staff		Other

	Campus Ministry		
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You may also specify the position title (if appropriate): Interim Pastor



***Employment Status:**

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

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

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

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

Interim/Transitional Ministry Training Interim Executive Presbyter Training
 Certified Christian Educator Certified Business Administrator
 Certified Conflict Mediator Clinical Pastoral Education Training
 Other: _____

Language Requirements:

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

Statement of Faith Required: Yes No



Mission Statement

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

At this moment in time, God is calling St. Andrew Presbyterian Church to be an open, welcoming and accepting community of faith. Christ is our center, children are our future, and service is our mission. Responding to God's grace, we are committed to be the church, worshipping God together, as we nurture seeds of faith, love our neighbor and embrace the stranger, living out Christ's hope for the world.

NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces & punctuation.)

1. What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out. The official vision for St. Andrew is as follows: At this moment in time, God is calling St. Andrew Presbyterian Church to be an open, welcoming and accepting community of faith. Christ is our center, children are our future, and service is our mission. Responding to God's grace, we are committed to be the church, worshipping God together, as we nurture seeds of faith, love our neighbor and embrace the stranger, living out Christ's hope for the world. The approach to reaching this vision through four goals. The first goal, Worship God Together, is focused on deepening and strengthening our connection with and commitment to God through intentionally gathering to worship and praise. The second goal, Nurture Seeds of Faith, focuses on learning and embodying our faith so that we can live out faithfulness to Christ, flourishing as human beings. The third goal, Love Our Neighbor, focuses on bearing witness to Jesus Christ through more intentionally focused acts of service within the congregation, into our community and our world. In our fourth goal, Embrace the Stranger, we want to grow our witness through community engagement, and by acts of hospitality that convert visitors to friends and members. This vision is lived out through a variety of means. As examples, for our first goal we focus on worship as it pertains to both the service and how we worship throughout our week. In the second, we focus on growing our faith through both adult and children's ministries.

2. How do you feel called to reach out to address the emerging needs of your community or constituency? Where St. Andrew is located, western Loudoun County, the community maintains its rural roots, is relatively homogenous, and is mostly wealthy. As such, we strategize to reach out to other congregations different from us in a variety of ways, and we seek to reach communities within our geographical community who may feel marginalized by the majority community that surrounds us. These are reflected in our third and fourth goals where for the third, our Mission Committee has picked a list of organizations that align with our faith in terms of community and mission. This past Spring, we conducted a churchwide study and explored becoming a Matthew 25 church. Our congregation participated in dialogues with leaders from other faiths including Muslim and Jewish, and we had group conversations about building congregational vitality, dismantling structural racism, and eradicating systemic poverty. We engage with the community through our work with our on-site

daycare the Neighborhood Learning Center (NLC) and other ways in which we are active in Loudoun County, such as with the NAACP. During the pandemic, the church applied for two paycheck protection plan loans so that we could support the childcare workers employed by the NLC, and the NLC diligently planned a safe way to open so that we could serve the community and protect our staff as well. In our work with the NAACP, we consistently participate in community rallies and marches, such as the annual Martin Luther King Jr. Day Parade.

3. How will this position help you to reach your vision and mission goals? During the past two years, SAPC has worked hard to define a new vision and use that vision to inform our mission. Our desire is that our interim pastor will help us solidify that vision and help us translate that into mission goals that will best serve our community. We know our interim pastor will inject new energy and insights into this, helping us see our community in a new way, harnessing the potential that currently exists.

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

Encouragement and mentoring – a great interim pastor for SAPC will have the ability to help grow the leadership skills within our congregation as we are searching for a pastor. We need a mentor to help Session grow into their role as spiritual leaders while effectively managing church business.

Humility – our interim needs to help guide us but also possess the ability to step back and allow us to use the skills they are helping us build. We need someone who can walk alongside us.

Effective communication – The best pastors are almost always effective communicators, but we need a pastor who will also be proactive in reaching out to the congregation. Being away from the sanctuary during the pandemic has created the need to regain our sense of fellowship. We would like an interim who can reach out to those who have fallen away or who may be staying away to ensure they do not become more isolated from the congregation.

Adaptability and flexibility - A successful interim pastor will recognize the need to adapt as situations develop and will understand the fluid nature of our congregation as we navigate these next 1-2 years together.

5. For what specific tasks, assignments, and programs areas will this person have responsibility? Our interim will be primarily responsible for the worship and adult spiritual formation for the church. They will serve as Moderator of our Session. They will also be responsible for oversight of the children's programming, congregational communications, and administrative tasks as Head of Staff. We also hope they will be willing to continue to be the chaplain to the NLC leading a weekly chapel service for the children. As mentioned in #4, we want to be able to really look at the church's vision and be able to take decisive action as we move into this new phase of the church's life. As a result, our interim will need to be able to lead us through this process of making our vision manifest. Part of this is making sure that our Manual of Administration is up-to-date and aligned with the Book of Order and NCP guidelines.

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		
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>
X	<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>	<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		
	<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>	X
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>	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</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.
	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.	X	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.	X	Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.		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 statements 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 & limitations of others.		

INTERPERSONAL ENGAGEMENT

	<p>Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.</p>		<p>Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</p>
	<p>Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.</p>	X	<p>Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate</p>
	<p>Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.</p>		<p>Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.</p>
X	<p>Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.</p>		

***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: \$ 88,220

Maximum Effective Salary: \$ 88,220

Housing Type: ___ Manse X Housing Allowance
 ___ Open To Either (Manse or Housing Allowance)
 ___ Not Applicable (*For Non-pastoral Positions Only*)

Revised 3/2016



***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 _____ Pastor Michelle Thomas _____

Address _____ 43720 Redhouse Drive Lansdowne, VA 20176 _____

Phone Numbers _____ 703-298-0897 _____

Relation _____ Neighboring pastor who has worked with congregation _____

E-mail _____ PastorMichelle@hollyandwhole.org _____

Name _____ Rev. John Molina-Moore _____

Address _____ 11300 Rockville Pike, Suite 408, Rockville MD 20852 _____

Phone Numbers _____ 240-514-5350 _____

Relation _____ General Presbyter, National Capital Area Presbytery _____

E-mail _____ jmolinamoore@thepresbytery.org _____



Name ___ Cynthia McAlister, Chief of Police, Purcellville Police Department ___

Address ___ 125 Hirst Road, Suite 7-A Purcellville, VA 20132 ___

Phone Numbers ___ 571-289-7604 ___

Relation ___ Has worked with congregation on community matters ___

E-mail ___ cmcalister@purcellvilleva.gov ___

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

Name: Jason Massey, Co-Chair of the Interim Pastor Search Committee

Address: 711 W Main Street

City: Purcellville **State:** VA **Zip Code:** 20132

Preferred Phone: 301-928-3540

Alternate Phone: N/A

E-mail Address for PNC Communications (required): standrew.pastorsearch@gmail.com

ENDORSEMENTS:

Pastor Nominating Committee/ Search Committee

06/23/2021

Date

Jason T. Massey

Signature

Clerk of Session

06/24/2021

Date

Marcia Owens

Signature

Presbytery

Date

Signature