



**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 0423
Ministry Name National Presbyterian Church
Mailing Address 4101 Nebraska Avenue NW
City Washington State DC Zip Code 20016
Telephone Number 202-537-0800 Fax Number _____
Email pastorsearch@nationalpres.org
Web site www.nationalpres.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 684 in person + 215 online



Church School Attendance 128 adults + 47 youth + 90 children = 265

Church School Curriculum David C. Cook, PC(USA), Sparkhouse, Faith Alive, Lifeway et al.

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

8% Black or African American (African Native, Caribbean)

1% Hispanic Latino/Latina, Spanish

1% Middle Eastern

0% Native Hawaiian or Other Pacific Islander

85% White

Other _____

Presbytery National Capital Synod Mid-Atlantic

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

_____ Town

X Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name John Gregg

Address NPC, 4101 Nebraska Avenue NW

City Washington State DC Zip Code 20016

Preferred Phone 301-229-4439 Alternate Phone _____

E-mail npcclerk@gmail.com FAX _____



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

<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)
No exp	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) Interim Associate Pastor for Pastoral Care

***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 checked="" type="checkbox"/> *	Interim Executive Presbyter Training	
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input checked="" type="checkbox"/> *
Other	<u>Masters Degree in Social Work*</u>		

*Any of this training would be helpful to a person serving in the position we seek to fill but is not required.

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"/> _____	<input type="checkbox"/> Other

Statement of Faith Required Yes No

Mission Statement

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

Leading People to Become Faithful Followers of Jesus Christ Together in God's World



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.

To follow Jesus Christ while leading others into faithful discipleship requires that:

- We understand who the God of the Bible is
- We lift our hearts and voices to God together in worship
- We seek justice, joyfully engaging in Christ's work and responding to the needs of those in our church, our neighborhood, the city, and the World
- We share the good news of God's reconciling love in word and deed
- We are servants living out a relational church culture that is hospitable and welcoming to every person who walks through our doors
- We are a grace-filled church that draws in diverse newcomers who want to know what defines and excites us
- We love and care for one another as members of a family, growing closer to God and one another
- We are highly committed stewards of all God's gifts, each giving generously of the time, talents and resources with which we have been blessed
- We develop servant leaders equipped to influence others where they worship, work, and live

As Presbyterians, we value and are comfortable with ideas. Our focus on ideas and deliberation constantly needs to be balanced by opportunities to listen to needs, to care for others, and to roll up our sleeves and demonstrate our love with our presence and our actions. To thrive in the Kingdom and grow in Christian community, we must be humble servants doing God's work, while worshiping our God and loving our neighbor as ourselves.

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

NPC has a robust engagement with our city, our nation, and our world. Please see NPC's 2014 Strategic Plan, which is linked in this MIF and on our website. Emerging needs as they relate specifically to pastoral care:

- NPC is blessed with great age diversity. We have a flourishing ministry for young professionals called "Across the Aisle," and many families. We also have a substantial representation of older adults, ranging from active recent retirees to much older adults. We need a pastoral care ministry designed to meet the needs of persons in all ages and stages of life, and a pastor who can build relationships with people of all ages.
- NPC live-streams its sanctuary worship services each Sunday. Our online viewership averaged 215 per Sunday last year, and is expanding. Some online participants are local members who cannot attend church temporarily or are homebound. Some online participants are located across the US and around the world. We also receive prayer requests online. We are excited about the possibilities for collaboration between our pastoral care and communications staff to better serve our online community.
- NPC has a creative partnership with Iona Senior Services (a local non-profit) through which we retain the services of a part-time geriatric social worker to help meet the needs of our members and their families. We are interested in replicating this model to build our social work capacity to serve other segments of the congregation.



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

This position is vital to the discipleship and flourishing of our congregation. It is essential for people in the NPC community to receive Christ-centered care, encouragement, and hope at difficult times in their lives. When community members are supported and cared for, they are then able to serve others and fulfill God's calling for their lives.

This position is also critical to the connectedness of our community, and to effective teamwork on the part of our entire staff and volunteer ministries. Strong, organized case management will help to ensure that no one "falls through the cracks," and that all of our care ministries are working together effectively to meet the needs of the congregation.

This position can also help us to be a stronger, more caring Christian community by mobilizing members of the congregation to support and care for one another. The ideal candidate will have a vision for motivating and equipping others to be caregivers.

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

NPC seeks a candidate with at least 5-10 years of ministry experience. Interim experience optional.

We seek a devoted disciple of Jesus Christ and high energy person with a passion and gifts for pastoral care. Pastoral care must be central to their sense of call. S/he must be a relational leader who is able to function well in a complex, large church system. S/he must be able to balance compassionate delivery of direct-service pastoral care with the efficient management of information and volunteers. Our congregation will best receive someone who is polished and professional in communicating and in leading worship.

Expectations:

- A mature, personal relationship with Jesus Christ, showing ongoing spiritual growth, moral and emotional strength, and demonstrated love for the Church of Jesus Christ.
- Ability to subscribe and adhere to NPC's *Biblical Standards for Christian Leaders*.
- Demonstrated empathy for people who are hurting and the skills to assist them.
- Demonstrated ability to relate to people of all ages and to maintain a friendly, composed demeanor in all contacts.
- Strong skills in listening, oral communication, and counseling.
- Demonstrated ability to work creatively and cooperatively with staff, parishioners, volunteers, and the public.
- Ability to maintain the strictest standards of confidentiality.
- Ability to drive. Willingness to use own car. (Mileage for visitation reimbursed.)



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

This person will be the primary staff coordinator and lead provider of pastoral care to our 1500+ member congregation, which is spread throughout the Washington, DC metro area (which includes the Northern Virginia and Maryland suburbs). As the lead pastor/initiator in providing pastoral care, this will include:

- Hospital and home visitation
- Coordinating requests for care; working with pastors, deacons, elders for Congregational Care, Stephen Ministers and other staff and volunteers to make assignments for care-giving visits and telephone calls.
- Functioning as the primary pastor for funerals, while being alert to congregational relationships that indicate that other pastors need to be involved.
- Communicating and documenting pastoral care casework clearly and appropriately to the Senior Pastor and Assistant Head of Staff, and on Church Community Builder (with Administrative Assistant for Care)
- Preparing and updating the weekly "Care & Joy List," and bulletin prayer list (with the Administrative Assistant for Care) (and communicating to pastors the names of persons who should be included in prayers during Sunday worship services)
- Providing appropriate counseling; making referrals on request.
- Serving as the staff resource for Care Council, Deacons, and Stephen Ministry
- Acting as worship liturgist; administering sacraments; and preaching as requested by Senior Pastor
- Officiating at weddings as requested

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.nationalpres.org/>

http://www.nationalpres.org/sites/default/files/Strategic%20Plan%202014_1.pdf



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
X	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.
X	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.
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.
X	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.
X	Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION	
X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.
X	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.
X	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
X	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry. <i>(For NPC: Software and websites, yes; blogging and multi-media, no)</i>



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.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.		Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
X	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the		



	strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT			
	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.
	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.		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 \$ Presbytery Minimum Maximum **Effective** Salary \$75,000

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?

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 The Rev. Dr. Larry Greenslit, US Navy Retired (Chaplain);
Most recently served as Director of the Presbyterian Council for
Chaplains & Military Personnel
Address _____
Phone Numbers Cell (910) 545-5755
Relation Colleague and pastoral care back-up help
E-mail lpgreenslit@gmail.com

Name The Rev. Peter James, Senior Pastor, Vienna Presbyterian Church
Address 124 Park St. NE, Vienna, VA 22180
Phone Numbers (703) 938-9050
Relation Longtime colleague at peer church
E-mail Peter.James@viennapres.org



Name The Rev. Dr. G. Wilson Gunn, Jr., Executive Presbyter of National Capital Presbytery
Address 11300 Rockville Pike, Suite 1009, Rockville, MD 20852
Phone Numbers (240) 514-5348
Relation Executive Presbyter
E-mail WGunn@thepresbytery.org

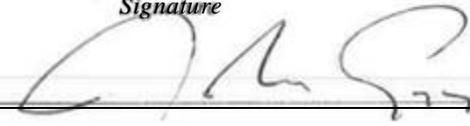
***Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**

Name Elder Glenn Schmitt
Address 5611 James Gunnell Lane
City Alexandria State VA Zip Code 22310
Preferred Phone (202) 502-4531 (work)
Alternate Phone (703) 731-1413 (cell)
E-mail Address for PNC Communications (required): pastorsearch@nationalpres.org

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee  Date Nov 16, 2017

Signature

Clerk of Session  Date Nov 16, 2017

Signature

Presbytery _____ Date _____

Signature