



PREAMBLE

As of April 1, 2013, the Church Leadership Connection System will be revised with new forms and user-friendly changes. The new Ministry Information Form affirms our theology that honors “openness to the sovereign activity of God in the Church, to a more radical obedience to Christ, and to a more joyous celebration in worship and work” (F.1.0404).

Users will first notice the following changes to the system:

- Church Information Forms (CIFs) are now called Ministry Information Forms
- The removal of preference language such as community type and church size on PIFs
- Call seekers must indicate on forms whether they are “actively seeking” a call or “not actively seeking, but open to a call.”
- The inclusion of additional position types in the various organizations of the church, seminaries, and partner institutions.
- New Leadership Competencies that have replaced the skills on the old forms
- Advance technological features that allow the linking of sermons, lesson plans, websites, blogs, articles and other resources that might help search committees to know more about a person and or the calling organization.
- Expanded language fluency section to include a wide variety of languages of new immigrant communities
- New narrative questions that solicit more outcome responses, which demonstrates a person’s leadership practices or an organization’s leadership needs.
- A more user friendly online format that includes pull down menus, internal formatting features, the ability to develop PDFs, and the ease of transferring responses from word processing software into online fields.



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION**
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MINISTRY INFORMATION FORM

Ministry ID 07391

Ministry Name First Presbyterian Church

Mailing Address 130 West Miner Street

City West Chester State PA Zip Code 19382

Telephone Number 610-696-0554 Fax Number 610-696-7226

Email pastoralsearch@firstpreswc.com

Web site <http://www.firstpreswc.com/>

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 276 (2019)

Church School Attendance 35 (2019)

Church School Curriculum Self written and various sources

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

Presbytery Donegal Synod Trinity

Community Type (select one)

- College Rural Suburban
- Small City X Town Urban
- Village Recreation Retirement
- N/A

Clerk of Session Contact Information:

Name Peter Galloway



Address C.O. First Presbyterian Church 130 West Miner Street

City West Chester State PA Zip Code 19382

Preferred Phone 484-880-2314 Alternate Phone 610-696-0554

E-mail pgalloway@wcupa.edu FAX N/A



Select below the position to be filled and the minimal number of years of experience required (select one)

Select Position Type	Position	Indicate number of years of experience needed	Select Position Type	Position Type	Indicate number of years of experience needed
	Solo Pastor			General Presbyter/ Executive Presbyter Presbytery Leader	
	Head of Staff (Multi-Staff Pastor, who supervised two or more ordained staff persons)			Stated Clerk (Presbytery)	
X	Head of Staff (supervised one ordained staff person and others)			Synod Executive	
	Associate Pastor (Christian Education)			Mid-Council Program Staff	
	Associate Pastor (Youth)			General Assembly Staff	
	Associate Pastor (Other)			Generalist	
	Pastor (church planter, new church development, new worshipping community)			Executive Director	
	Pastor (Transformation/Redevelopment)			Director of Music (non-ordained)	
	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	
	Chaplain			Media Specialist	
	Pastoral Counselor			Communicator	
	College/Seminary Faculty				

You may also specify the position title (if appropriate) Head of Staff

Employment Status

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

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

<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"/> Other		

Statement of Faith Required Yes No

Mission Statement

We believe 1 Peter 4:8-11 defines our ministry:

Above all, maintain constant love for one another, for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. Amen.

The above scripture reference is our "Biblical Story", and the foundation we used for our mission statement:

Called to love God and one another, First Presbyterian Church responds to God's grace by following Christ with ministries of hospitality, worship, faith development, service, and generosity.

Our tagline below, conveys the identity of our church in one, short, strong statement:

above all, love



Covid 19

As it did for all congregations, the covid-19 pandemic presented challenges and opportunities for First Pres. We were fortunate to have a livestream system in place prior to 2020 and expanded its use to include not only worship but also concerts, children's programming, faith formation classes, and concerts. Recognizing the challenge of maintaining relationships during the pandemic we transformed our deacon board from a committee-based model to a parish ministry to deepen our connections with one another. In 2021 we formed Lenten groups based on interests such as Celtic theology, baking, and fiction reading that could meet outside or over Zoom. Along with the world we grieved the many lost to this pandemic and mourned our members who succumbed. In establishing our church's covid response practices, Session followed the latest scientific evidence about transmission and drew on theology the followers of Christ have long professed: care for the vulnerable, sacrifice our own comfort, and do unto others.

NARRATIVE QUESTIONS

1. What is the congregation's or organization's vision for ministry? Additionally describe how the mission is lived out.

Through worship and a shared faith that unites us, we strive to reflect God's love in our community and to live as a body of people who care for one another as Christ cares for us.

Reflecting God's Love in Our Community

We imitate Christ by serving our neighbors with compassion and respect. We serve through individual relationships and by transforming unjust systems in West Chester and beyond.

We are a congregation based in the Borough of West Chester and tied to the people and organizations of Chester County. We seek to understand our unique potential to be Christ's presence in this location. Our long history of mission work includes volunteering in our community, financial support to local nonprofit partners, team trips for disaster relief, a two-decade covenant with a church in Guatemala, and support of international mission workers. We recently embraced Matthew 25's call through focused efforts around caring for people experiencing homelessness by addressing their immediate needs and seeking to learn about and support efforts to address systems that create barriers to all people having a home. We are undergoing intensive discernment about how we might



faithfully use two adjacent church-owned properties. We are exploring options for how they might serve to address the lack of affordable housing in our community.

Building the Body of Christ

We seek to imitate Christ by nurturing meaningful relationships with one another. Through a unifying faith, we are one worshiping body made of smaller groups that sustain, comfort, and challenge us throughout all the stages of life.

We are a large congregation. Many have found our church community to be welcoming. But we know that some have not, and that forming connections in large groups can be challenging. We also know that many have found deep connections to others through fellowship and caring for each other. But we know that our existing service and fellowship programs do not meet every need for connection at First Pres. We know that isolation is a growing issue for many in our current culture. We seek to be better at building relationships that offer people an opportunity to connect to their fellow human beings. We seek to do this for our members, but also to find ways to offer connection to others in our community who are seeking meaningful relationships.

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

We are a church that values deep relationships, and where people matter. We strive to be a congregation that challenges everyone to love like they've never been loved before. God. Others. Yourself. First Pres is a place where we hope that all come together. We aim to provide a space where you use your head in study, your hands in service, your spirit in prayer.

*Whoever you are
wherever you are coming from
however you're showing up
no matter who you love
what your body looks like
or what your history with religion and faith may have been,
The truest thing about you is that you are deeply loved by God.*

Members of First Presbyterian Church are called by God through our Christian faith, to reach out to the world and its people through loving acts of service. As a congregation, our hearts are deeply touched for people who feel far from God, or people that are affected by poverty, hunger, or social injustice. To this end, First Pres equips its members to answer God's call to care for God's people and to engage in mission.



- Caregiving - Our church is blessed with a great internal network of volunteers who care for church members of all ages. Our 30 Deacons, Stephen Ministers, Agape (hospital visitation), Prayer Band and homebound visitation team minister alongside our pastoral team to ensure that everyone in need is reached by God's love. Not infrequently we find ourselves providing pastoral care and support to our neighbors.
- Mission - We financially support over 20 local, 4 national and 3 international missions and contribute to the PC (USA) General Assembly, Synod and Presbytery. We also partner with 11 missionaries in 13 countries and have a close relationship with our sister church in Guatemala.

A particular focus over the past several years has been the growing challenge of housing insecurity in our area. Though our church is located in one of the wealthiest counties in the nation, wages are not rising at pace with housing costs. Gentrification is a particular challenge in our borough. In order to grow in our understanding of this issue and to make a positive impact, we have developed relationships with government and nonprofit leaders and with our neighbors who are particularly affected by the housing needs. Blocks from a large state university, we are working with students and staff from the Promise Program, which supports students who are homeless, aged out of the foster care system, or undocumented.

We are fortunate to live in a diverse community that boasts a number of immigrant families, though for too many the challenges of becoming documented and working in a broken system are all too real. We offer financial support to agencies seeking to help these families gain a footing in our area, to find paths to asylum and citizenship, and provide a Christmas party each winter for our newer neighbors.

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

The Head of Staff will lead our worship life, guide an energetic church staff, and help us to better understand ourselves and our vision for the future as we look ahead to the next chapter of this congregation's life together.



This person will join a pastoral team composed of an Executive Pastor, and Directors of Operations, Faith Formation, Youth and Contemporary Ministries (Worship leadership and communications), Music, and Outreach and Engagement.

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

The person who is open to being called:

- Loves Jesus Christ, God's people, and Christ's church.
- Must be a person of strong faith and integrity.
- Will have experience serving as Head of Staff in a large urban/suburban church.
- Must be a gifted listener with a compassionate heart for those who are hurting.
- Will demonstrate a biblical and theological grounding in the Reformed Tradition.
- Must possess proven and strong organizational, leadership, and communication skills.
- Must possess an engaging personality with the ability to interact with the congregation and community at large.
- Must have a demonstrated ability to serve as a cooperative "team player" with staff and volunteers, as well as a compassionate and wise leader.
- Must have the ability to name areas of challenge or growth for the congregation, and to guide us with pastoral sensitivity.
- Will be comfortable using current technology and social media.
- Will have the ability to think creatively when addressing the needs of the congregation.

5. What specific tasks, assignments, and program areas will this person have responsibility?

The Head of Staff will have primary responsibility for worship, personnel, and the financial life of the congregation.

LEADERSHIP COMPETENCIES

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.



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. (Select 10 leadership competencies from the list below that are required for the position.)	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.)
X	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		
ORGANIZATIONAL LEADERSHIP			
X	Advisor – an individual others 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.



<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>		<p>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.</p>
<p>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.</p>		<p>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.</p>
<p>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.</p>		<p>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.</p>
<p>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.</p>		<p>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.</p>
<p>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.</p>	X	<p>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.</p>
<p>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.</p>		<p>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.</p>



	<p>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.</p>		
INTERPERSONAL ENGAGEMENT			
X	<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>	X	<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>
X	<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>		<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 \$ 105,000 Maximum **Effective** Salary \$115,000

Housing Type Manse

Housing Allowance

Open To Either (Manse or Housing Allowance)

Not Applicable (*For Non-pastoral Positions Only*)

EQUAL EMPLOYMENT OPPORTUNITY

The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church “....as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.”

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No



REFERENCES (Limit 3)

Name - Ms. Emily McClure
Address - 92 Wanda Way, Coatesville, PA 19320
Phone Numbers - 610.883.6211
Relation - Church member, nonprofit leader
E-mail - emilyvmclure@gmail.com

Name - Rev. Steve Clark
Address - 1800 Fairfax Blvd, Wilmington, DE 19803
Phone Numbers - 734.612.4590
Relation - Former Associate Pastor (2015-2019)
E-mail - steve.clark@concordpc.org

Name - Dianne Herrin, Former Mayor of West Chester
Address - 21 W. Washington Street, Suite A, West Chester, PA 19380
Phone Numbers - 610.696.4990
Relation - Pennsylvania House of Representatives
E-mail - rep Herrin@pahouse.net

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

Name: Ms. Deb Shryock
Address: 585 Charles Drive, Downingtown PA 19335-1787
Phone: (610) 306-4104

Name – Mr. Chris Menan
Address - 112 W Virginia Ave., West Chester, PA 19380-2396
Phone - 610-715-5374

E-mail Address for IPNC Communications - pastoralsearch@firstpreswc.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee Deb Shryock & Chris Menan Date 01/17/2022

Signature



Clerk of Session Peter Galloway Date 1/19/2022

Signature

Presbytery Erin Cox-Holmes Date 1/27/2022

Signature