



**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 22892

Ministry Name Providence Forge Presbyterian Church

Mailing Address P.O. Box 239 / 9310 Townsend Road

City__ Providence Forge____ State ____ VA____ Zip Code ____ 23140____

Telephone Number__(804) 966-2079_____ Fax Number _____

Email pforgepc@gmail.com

Web site <http://pfpc.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 65

Church School Attendance 35

Church School Curriculum Varies by age

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 Presbytery of the James Synod Mid Atlantic

Community Type (select one)

 College

X Rural

 Suburban

 Small City

 Town

 Urban

 Village

 Recreation

 Retirement

 N/A

Clerk of Session Contact Information:

Name Jim Wallace

Address 8080 Old Roxbury Road

City Quinton State VA Zip Code 23141

Preferred Phone (804)356-1885 Alternate Phone (804) 966-2079

E-mail jim.wallace@colonialswcd.org 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>
2-5 years	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/ Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other



	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		

You may also specify the position title (if appropriate) _____ Full Time 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?

To further God's Kingdom on Earth, one soul at a time.

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.

Our vision of ministry is to share the good news of Jesus Christ through words and actions of the church and its members. We are a community church in that we are a resource and a support mechanism for our community, regardless of attendance or membership. Capitalizing on the congregation's support for fellowship, youth, music, mission and community activities, we feel we can build a highly effective program for delivering the Gospel to our fellow community members by building/expanding programs in these areas.

This congregation comes from various backgrounds but is united in its appreciation for a traditional service. We like the 'feel' of a small church and the ability of knowing our congregants. There exists a great desire for fellowship, followed by their support for music and the church youth. During the term of the last pastor, the congregation grew to the point of filling the sanctuary. We fielded youth and men's mission teams, numerous Bible studies, and many other community service projects. We believe the desire and support for these and other activities continues to exist.



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

At the peak of attendance and activity, our church held two worship services (informal contemporary and traditional) and a maintained a strong choir. We also had several adult Bible studies running simultaneously, an active youth program and youth mission camp, men's mission trips, and several activities supporting low income families in the community. For over forty years, the church has supported a nursery school which operates from our facility and serves the community by bringing socialization and preschool skills along with age appropriate Christian education. Both the community and church have benefited from the above activities.

Our community continues to grow as it transitions from rural to a suburban bedroom of Richmond and Williamsburg. In fact, New Kent is the 7th fastest growing county in the state according to USA.com. It is the challenge of this church to find ways to connect to those coming into the area so we have an opportunity to share the Gospel with them. There are many distractions and lots of competition for their time and attention. Capitalizing on our skill sets, we need to expand/alter/develop programs that people find attractive so they can be reached. It is essential that this be accomplished so that we can grow the church to a sustainable level but more importantly do what each Christian is called to do-share the Gospel.

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

This position will provide key elements of leadership in worship, teaching and youth development. Combining the skill sets of the successful candidate with those of church leadership and the congregation, the church will be able to build programs that bring in new attendees which will help us fulfill our calling.

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

Our church seeks an effective and inspiring worship leader who clearly communicates the scripture with sermons that educate and guide. Our congregation needs a spiritually led and compassionate leader who will be called into action to assist those who need pastoral care. We are looking for a candidate who is emotionally intelligent and has a strong Biblical foundation that can be used to mentor and build relationships both within the congregation and the community. This candidate needs to be an effective communicator who feels comfortable advising and guiding congregational members of all ages. We desire a leader who is adaptable to the growth challenges of our church. Organization and flexibility will be key qualities to accomplish the church's mission.



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

- Lead a traditional worship service on Sunday which includes a kid-friendly and meaningful Children’s Church lesson
- Take an active and visible role with the youth
- Oversee all phases of pastoral care
- Willing to train and recruit congregation members to help support pastor in multiple facets
- Active collaboration with the Sunshine Nursery School Director
- Be active and visible in the community
- Prayerfully lead and moderate session meetings for the good of the church
- Maintain regular office hours and manage daily administrative tasks of running the church
- Participate in education activities in the church
- Active role in the reemergence of an additional service

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)

Church Website: <http://pfpc.org>

New Kent County Website: <https://www.co.new-kent.va.us>

New Kent County Public Schools: <http://newkentschools.org>



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
	<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>
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	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		
ORGANIZATIONAL LEADERSHIP			
	Advisor – an individual 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.
	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.	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.
	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.



	<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>
X	<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>	
<p>INTERPERSONAL ENGAGEMENT</p>		
	<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>
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>	X
		<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>



<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>	
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HOUSING:

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)

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 Fred A. Holbrook
Address 3218 Chamberlayne Ave. Richmond, VA 23227
Phone Numbers (c) 540-421-4421 (w) 804-262-2074
Relation Interim General Presbyter—Stated Clerk, Presbytery of the James
E-mail fred@presbyteryofthejames.org

Name Arch Wallace
Address 519 St. Albans Way, Richmond, VA 23229
Phone Numbers (C) 804-928-2869 (H) 804-673-1314
Relation Liaison to COM
E-mail Axw3@aol.com

Name Cindy Kissel-Ito
Address 3401 Brook Rd., Richmond, VA 23227
Phone Numbers (C) 804-355-0671 (H) 804-966-9988
Relation Professor at Union Seminary, Parish Associate
E-mail kisselito@gmail.com

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

Name Martha Martin
Address PO Box 239
City Providence Forge State VA Zip Code 23140
Preferred Phone (804) 350-0750
Alternate Phone (804) 932-3155
E-mail Address for PNC Communications (required): pncpfpc@gmail.com