



**PRESBYTERIAN CHURCH (U.S.A.)  
CHURCH LEADERSHIP CONNECTION  
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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 23243

Ministry Name First Presbyterian Church

Mailing Address 116 S. Loudoun St.

City Winchester State VA Zip Code 22601

Telephone Number 540-662-3824 Fax Number 540-662-8498

Email FPCWinchesterPNC@gmail.com

Web site fpcwinc.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





**\*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
5+ years of ministry experience	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) 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?**  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):

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

**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="text"/>	Other

**Statement of Faith Required**  Yes                       No

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**Mission Statement**

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

Serving Christ and neighbor in Winchester and beyond.



## 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.

At First Presbyterian Church Winchester, we strive to nurture and equip joy-filled disciples of Christ to share the gospel with others. Our vision can best be stated by our mission statement, *"Serving Christ and neighbor in the heart of Winchester and beyond."* We seek to live out this mission in a variety of ways within our church, within our community, and around the world. Our vision for ministry can be seen in three major areas: worship, education, and service.

We offer both traditional and contemporary worship services to help members and guests engage in meaningful worship and fellowship.

Christian education is a priority at First Presbyterian, and offerings span a wide range of ages and interests. A nationally accredited preschool, children's and youth ministries, and adult education all provide opportunities for people to learn and grow spiritually.

We serve each other through teaching, participating in an active music ministry, and caring for church family members in times of need. We serve our community by providing shelter in our church during the winter for local homeless individuals, by providing a weekly hot meal on Saturdays for our downtown neighbors, and by supporting local agencies that work to meet a variety of needs in our area. Our youth participate in mission trips each summer, and we serve the world through several longstanding international mission partnerships.

We value serving Christ within our church, our community, and beyond.



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

Our congregation has a longstanding tradition of identifying the emerging needs of our community and developing responses to address those needs. We feel led to strengthen the process by which members are called and equipped for ministry and leadership both within our church and in the community. We feel the following areas are important to address:

- developing and implementing a comprehensive strategy to reach new people and incorporate them into the life of the church with the goal of becoming more racially, ethnically, and educationally diverse
- finding ways to speak effectively to those increasing numbers in our midst who profess no religious identity or affiliation
- expanding outreach ministries that provide direct services to those living on the margins of society and those broken by life circumstances within our church and beyond
- creating new programs and enhancing existing ones for children, youth, young adults, families, and aging members to help us all grow closer to Christ. At First Presbyterian Church, we embrace the message of Galatians 3:26 reminding us that we are all children of God in Christ Jesus. Every member has a place at the table and is called to be a part of the mission and ministry of the church. Our church is open to change that will help us discern the will of God and move toward being better disciples of Christ.



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

The vision and mission goals of our congregation will be reached only through a continuing process of discernment under the guidance of the Holy Spirit. Working collaboratively, our Head of Staff should be able to meet us where we are and inspire our staff, lay leaders, and congregation as we enter a new chapter in our church's history. Our Head of Staff should:

- engage the entire church family in a strategic visioning process that identifies emerging needs within our church family, in the local community, and beyond
- work with lay leaders to develop a strategic plan that addresses those needs
- articulate our church's vision and mission goals within and outside of our congregation
- encourage the grassroots creation of ideas to achieve our vision and mission goals, so that lay leadership can carry out those goals in ways not now imagined
- help church family members focus our time, talent, and financial resources on ministries and programs that further our vision and mission goals, and that hold one another accountable for achieving those goals
- guide a celebration of our physical location in the heart of Winchester as we become an even more visible, welcoming, and hospitable church
- acknowledge and nurture diverse views within our congregation
- challenge us to keep our hearts and minds focused on what Christ would have us be and do





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

We pray the individual who feels called to this congregation as Head of Staff will have a loving heart and an energetic spirit—ready to work with us to “*serve Christ and neighbor in the heart of Winchester and beyond.*” Key characteristics for success in this work are:

- thoughtful and lively preaching that inspires and connects people to God’s word and is grounded in an understanding of the Bible as a faithful witness to God’s transforming and reconciling work in the world
- strong, yet collaborative, leadership style that challenges our church family to identify and become passionate about a vision for the church’s future and a strategy for accomplishing that vision
- capacity to engage people empathetically and to care for individuals and families in times of need
- effectively teaching and training us to be better Christian disciples
- patiently listening and serving as a non-anxious guide during change
- forming, with experience and skill, a diverse staff into a synergistic team
- understanding with grace that the church’s pastoral staff cannot accomplish the church’s vision and mission goals without active lay leadership
- entrusting the mission of the church to the entire congregation, under the leadership of the Holy Spirit



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

The pastor called to this position is to fulfill the functions listed in the Book of Order G-2.0501 and is expected to:

- serve as Head of Staff, with responsibility for leading, directing, and supervising all professional and support staff. The current staff includes seven full-time employees—two associate ministers; directors of music, children’s ministry, and weekday preschool; an administrative assistant to staff; and a business manager. Nine others work part-time with various programs.
- develop and maintain a system of pastoral care.
- direct the worship life of the congregation—coordinating and participating in preaching and teaching ministries that lead to the spiritual growth of the membership.
- strengthen and supervise initiatives that recruit, motivate and train youth and adult leadership to spread the good news of Christ and participate in mission outreach.
- collaborate with downtown clergy and community leaders and represent the church at appropriate community activities and organizations, including Shenandoah Valley Westminster-Canterbury, a Presbyterian retirement community.
- moderate the Session and assume responsibility for organizational and administrative oversight of lay leadership. Serve as staff support to the Board of Trustees, and committees focused on worship, finance, stewardship, and personnel.



### 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: [fpcwinc.org](http://fpcwinc.org)

Presbytery website: [shenpres.org](http://shenpres.org)

City of Winchester: [winchesterva.gov](http://winchesterva.gov)

Winchester/Frederick County: [visitwinchesterva.com](http://visitwinchesterva.com)

Shenandoah University: [su.edu](http://su.edu)

Winchester Medical Center: [valleyhealthlink.com/WMC](http://valleyhealthlink.com/WMC)

Winchester Public Schools: [wps.k12.va.us](http://wps.k12.va.us)

Frederick County Public Schools: [frederick.k12.va.us](http://frederick.k12.va.us)

Shenandoah Valley Westminster-Canterbury: [svwc.org](http://svwc.org)

Top of Virginia Regional Chamber of Commerce: [regionalchamber.biz](http://regionalchamber.biz)



### \*LEADERSHIP COMPETENCIES

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
X	<p><b>Compassionate</b> – 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>
X	<p><b>Hopeful</b> – 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><b>Preaching and Worship Leadership:</b> 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>
X	<p><b>Spiritual Maturity:</b> 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>
X	<p><b>Lifelong Learner</b> – 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><b>Teacher</b> – 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>
<b>COMMUNICATION</b>	
X	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
X	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
X	<p><b>Public Communicator</b> - 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	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>



<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>		
<p><b>ORGANIZATIONAL LEADERSHIP</b></p>		
<p><b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>	<p>X</p>	<p><b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/ organization’s vision and mission.</p>
<p><b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>		<p><b>Culturally Proficient</b> – 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><b>Externally Aware</b> - 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><b>Entrepreneurial</b> - 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><b>Risk Taker</b> – 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>X</p>	<p><b>Task Manager</b> - 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><b>Willingness to Engage Conflict:</b> 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><b>Decision Making:</b> 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><b>Organizational Agility:</b> 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>	<p>X</p>	<p><b>Strategy and Vision:</b> 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><b>Financial Manager</b> – 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><b>Funds Developer</b> – 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><b>Collaboration:</b> 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><b>INTERPERSONAL ENGAGEMENT</b></p>			
X	<p><b>Interpersonal Engagement</b> - 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><b>Bridge Builder</b> – 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><b>Motivator</b> - 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><b>Personal Resilience:</b> 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><b>Initiative:</b> 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><b>Flexibility</b> - 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>





**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: Rev. Elizabeth Lewis  
Address: 302 Wentworth Drive Winchester, VA 22601  
Phone Numbers: 540-665-5971 (office) 540-327-6005 (cell)  
Relation: former Parish Associate to First Presbyterian Church  
E-mail: [elewis@svwc.org](mailto:elewis@svwc.org)

Name: Rev. Carl Howard  
Address: 564 Peacepipe Lane Hedgesville, WV 25427  
Phone Numbers: 304-754-3814 (preferred - home) 304-707-2264 (cell)  
Relation: Presbyterian liaison to Pastor Nominating Committee  
E-mail: [revcarlhoward@comcast.net](mailto:revcarlhoward@comcast.net)

Name: Rev. David Witt, Opequon Presbyterian Church  
Address: 217 Opequon Presbyterian Church Lane Winchester, VA 22602  
Phone Numbers: 540-662-1843  
Relation: neighboring pastor  
E-mail [pastor@opequonchurch.com](mailto:pastor@opequonchurch.com)

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

Name Courtney Warner  
Address P.O. Box 2718  
City Winchester State VA Zip Code 22604  
Preferred Phone 540-336-6279  
Alternate Phone \_\_\_\_\_





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

**ENDORSEMENTS**

Pastor Nominating Committee/

Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

