

**Pittsburgh Presbytery  
Non-Installed Ministry Posting**

*The Non-Installed Ministry Posting is required for us by the Commission on Ministry for use when congregations are searching for Covenant, Interim, and Temporary Pastoral Positions*

**Ministry Information**

|                            |                               |
|----------------------------|-------------------------------|
| Ministry ID (Pin#)         |                               |
| Ministry Name              | Sewickley Presbyterian Church |
| Mailing Address            | 414 Beaver Street             |
| City, State, and Zip       | Sewickley PA, 15143           |
| Telephone Number           | 412-741-4550                  |
| Fax Number                 | 415-741-1210                  |
| E-mail Address             | info@sewickleypresby.org      |
| Website                    | Sewickleypresby.org           |
| Current Membership         | 651-1000 (800)                |
| Average Worship Attendance | 289                           |
| Church School Attendance   | 115                           |
| Church School Curriculum   | The Story                     |

**Ethnic Composition of the Congregation** (Enter the percentage of each racial ethnic component of your congregation in whole %):

|                                                       |     |
|-------------------------------------------------------|-----|
| American Indian or Alaska Native                      |     |
| Asian                                                 | 1%  |
| Black or African American (African Native, Caribbean) | 1%  |
| Hispanic Latino/Lantina, Spanish                      |     |
| Middle Eastern                                        |     |
| Native Hawaiian or Other Pacific Islander             |     |
| White                                                 | 98% |
| Other                                                 |     |

|                                  |          |
|----------------------------------|----------|
| <b>Community Type</b> (Pick One) | Suburban |
|----------------------------------|----------|

**Clerk of Session Contact Information**

|                  |                                                                |
|------------------|----------------------------------------------------------------|
| Name             | Becky Senior                                                   |
| Preferred E-mail | <a href="mailto:Beckysr6@Verizon.net">Beckysr6@Verizon.net</a> |
| Phone Number     |                                                                |

**Position Information:**

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Position Type</b>       | <b>Temporary Pastor</b>           |
| <b>Position Title</b>      | <b>Temporary Associate Pastor</b> |
| <b>Position Tier/Hours</b> | <b><u>Tier 1 (Full-Time)</u></b>  |

|                                            |         |
|--------------------------------------------|---------|
| <b>Is this a shared ministry position?</b> | No      |
| <b>Language Requirements</b>               | English |

**Competencies/Skills** *(Please identify and describe at least five characteristics that are important to fulfill the responsibilities of this position)*

| <b>Competency/Skill</b>          | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                                                                                                                       |
| 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.                                                                                                     |
| 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.                                                                  |
| Communicator                     | Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.                                                                                                                                                                                                                                                  |
| 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. |
| 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.                                                                                                                  |
| 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         | 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.                                 |

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| 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.                                                                                                                                           |
| 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. |

### Narrative Questions

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| <p><b>What is your congregation's or organization's Mission Statement?</b></p> <p>Our mission is to faithfully proclaim and faithfully live the Gospel of Jesus Christ in grateful response to God's love by living together as a church family, growing as disciples of Jesus, and serving in God's mission in this world.</p> <p><b>Brief describe your congregation and it's vision for ministry.</b></p> <p>Worship is the foundation of all that we do. Having been nourished and challenged by our outstanding preaching and music, we go forth to live, grow and serve.</p> <p>As members of Christ's body, we strive to live as a welcoming family of faith, extending hospitality to all, and loving, supporting and forgiving one another as Christ has done for us. We have multiple church events and meals throughout the year to foster our sense of family, such as Lenten Soup Suppers, Progressive Dinner, and Church Picnic. Our Deacons help in caring for our congregation. A muffin ministry welcomes visitors and those experiencing hardship.</p> <p>As followers of Jesus, we seek to grow in our faith by worshipping together joyfully, studying God's word, abiding in prayer, and obeying Jesus' commands. We have multiple discipleship opportunities weekly and seasonally as well as many special guest speakers and preachers throughout the year.</p> <p>As witnesses for Jesus, we participate in his ministry by proclaiming the good news, sharing our gifts and resources, and reaching out to those in need with love, humility and compassion. We are deeply involved both locally and internationally in giving of our time, energy and financial support to the mission of Jesus Christ in the world.</p> <p><b>For what specific tasks, assignments, and programs areas will this person have responsibility?</b><br/> <i>(Please see Appendix B for sample lists)</i></p> <ol style="list-style-type: none"> <li><b>1. As a generalist, our Temporary Associate Pastor will have a hand in all aspects of our church life: leading the congregation in worship, preaching the Good News, ministering to congregational needs, fostering spiritual growth through Bible studies and other classes, and leading the congregation in the mission work of the church.</b></li> <li><b>2. A significant aspect of this role is helping our congregation to better live together and care for one another as a church family. This position will work with our Deacons and other volunteers to equip them for congregational care as well as personally contributing a good portion of time to pastoral care and visitation.</b></li> <li><b>3. This position will work with our Membership Committee, helping us to better welcome visitors, leading New Member classes, and helping new members along with those on the</b></li> </ol> |
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periphery of our congregation to become more connected and engaged in the life of the church.

4. Through preaching, teaching, and living the Christian life together, this position will help our members grow as disciples of Jesus Christ, recognizing that we are all at different places on the journey of faith but that we are all created in God's image to live in a transforming, life-giving relationship with Jesus.
5. This position will help us look forward and adapt to a rapidly changing world so that we can continue to be a vital part of the mission of Jesus Christ and reach the next generation with the Good News.

**COMPENSATION AND HOUSING:**

|                          |                   |
|--------------------------|-------------------|
| Minimum Effective Salary | \$52,364          |
| Housing Type             | Housing Allowance |

**REFERENCES (2 Required)**

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.

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| Reference Name: | Floyd Faulkner                                             |
| E-mail          | <a href="mailto:Faulknerf@qvsd.org">Faulknerf@qvsd.org</a> |
| Phone           | 412-722-2122                                               |
| Relation        | Quaker Valley School District Community Youth Worker       |

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| Reference Name: | Sue Otto                                                   |
| E-mail          | <a href="mailto:ottos1@comcast.net">ottos1@comcast.net</a> |
| Phone           | 724-251-4899                                               |
| Relation        | Director of Community Center in nearby Ambridge            |

**Session/Search Committee/PNC Contact Person:**

|          |                                                                |
|----------|----------------------------------------------------------------|
| Name:    | Dwight Howes                                                   |
| E-mail   | <a href="mailto:DHowes@ReedSmith.com">DHowes@ReedSmith.com</a> |
| Phone    |                                                                |
| Relation | Chair of Personnel Committee                                   |

**Presbytery Staff Contact:**

|        |                                                                      |
|--------|----------------------------------------------------------------------|
| Name:  | Ralph Lowe                                                           |
| E-mail | <a href="mailto:RLowe@pghpresbytery.org">RLowe@pghpresbytery.org</a> |
| Phone  |                                                                      |

**Appendix A: LEADERSHIP COMPETENCIES**

| <b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
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| <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>                                                                                                     | <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>                                                                                                                                                         |
| <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> | <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> |
| <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>                                                                                                                           | <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>                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                |
| <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>                                                                                                                                                                 | <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>                                                                                                                                                                                                             |

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| <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>              | <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><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><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;</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;</p>                                                                                                                                                                                                                                                                |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                      |
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|                                 | understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.                                                                                                                                                                                                                                                    |  | casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.                                                                                                                                                                                                                                                     |
|                                 | <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.                                         |  | <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.                |
|                                 | <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.                                                          |  |                                                                                                                                                                                                                                                                                                                                                                      |
| <b>INTERPERSONAL ENGAGEMENT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                                                                                                                                                                                      |
|                                 | <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. |  | <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.                                                                                                                                                             |
|                                 | <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.                                                                     |  | <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 |
|                                 | <b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as                                                                                                                                                                                                                                                                                          |  | <b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new                                                                                                                                                                                                   |

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| challenging; seizes opportunity; pushes self and others to achieve desired results.                                                                                                                                                                                                                                                                           | ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention. |
| <b>Self Differentiation:</b> 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. |                                                                                                                       |

## Appendix B: Sample lists of responsibilities for a Pastoral Position

### Temporary Pastor

1. **Serve as Moderator of the Session, upon approval by Presbytery**
2. **Provide for worship and pastoral leadership**
3. **Lead services of worship, including Communion, Baptism, marriage and funerals**
4. **Pray for the congregation**
5. Perform administrative duties, **work with the other church staff guided by their job descriptions and/or personnel manual**, assist in congregational communication through publications and through personal contact
6. Assist the congregation in the tasks of (*describe the main goals for the congregation at this time*)
7. Provide leadership support for the committees of the Session
8. Be available as a resource person for: (*the church school, youth organizations and other church groups may be specifically named here*)
9. Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation
10. Call on the sick and home bound
11. Provide leadership to the Board of Deacons and Trustees and/or other organizations in the church (such as Nursery or Day Care of the church, etc.) Specific organizations may be named here