

**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 Name	Baldwin United Presbyterian Church
Mailing Address	201 Knoedler Road
City, State, and Zip	Pittsburgh, PA 15236
Telephone Number	412-653-1400
Fax Number	
E-mail Address	margiebupc@verizon.net
Website	www.baldwinupchurch.org
Current Membership	60
Average Worship Attendance	25
Church School Attendance	1
Church School Curriculum	Loving

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

American Indian or Alaska Native	
Asian	
Black or African American (African Native, Caribbean)	5%
Hispanic Latino/Lantina, Spanish	
Middle Eastern	
Native Hawaiian or Other Pacific Islander	
White	95%
Other	

<b>Community Type</b>	Suburban
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**Clerk of Session Contact Information**

Name	Darlene Degenhardt
Preferred E-mail	<a href="mailto:dodavisoneal@gmail.com">dodavisoneal@gmail.com</a>
Phone Number	412-884-2679

**Position Information:**

<b>Position Type</b>	Covenant Pastor
<b>Position Title</b> <i>(Examples: Solo Pastor, Associate Pastor, Interim Pastor, etc.)</i>	Solo Pastor
<b>Position Tier/Hours</b>	Tier 2 (32-36 Hrs/week)
<b>Is this a shared ministry position? If so, please list the congregations</b>	
<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. You are encouraged to use the sample competencies listed in Appendix A of this document)*

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

**Narrative Questions**

<p><b>What is your congregation’s or organization’s Mission Statement?</b></p> <p>At Baldwin United Presbyterian Church (BUPC), “We Live to Praise, Honor, and Glorify God” is the mission statement of our core identity and our primary purpose. Like the four pillars that stand at the entry of our Sanctuary, these four ideas stand as reminders of who we are and who we will be. God is the center and focus of all we are.</p> <p>“Growing Disciples, Changing Lives. . . Yesterday, Today, and Tomorrow” is the vision statement of what we believe God is calling us to be and do in the future. It honors our founders, who aspired to be a church for those who were not here yet. It also challenges us to be bold stewards of the future by growing in our own discipleship even as we invite others to grow with us. When we seek to make a difference in the lives of others, we change ourselves as people of God.</p>
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BUPC aspires to grow larger, attract younger members and families, get members more involved in church activities and continue to give back to our community. We aim to continue to lead by example by doing our best each day. We strive to provide inspiring church services and worship music that provide a feeling of fulfillment.

**Brief describe your congregation and it's vision for ministry.**

Baldwin United Presbyterian Church welcomes all who are looking for a church home. BUPC is a small, aging congregation called to reach out to our aging members, provide Christian education, bible study to adults and youth, and create an environment to attract new members of all ages. We encourage the youth to participate in church activities. The neighborhood community is welcoming to a diverse population of multiple ethnic backgrounds. BUPC engages in its own mission activities, but also serves with multiple mission-oriented partnerships within the local community, helping facilitate greater outreach with groups such as South Hills Interfaith Movement which provides a food pantry twice a month to our low income community; Grow Living Stones whom provides a free monthly dinner to those who come; and Alcoholics Anonymous which holds weekly meetings to those seeking help with addiction. BUPC is a loving and accepting church proclaiming God's word.

The new pastor will be a teaching elder, counselor, nurturer, decision-maker, motivator, and emphasize our ongoing commitment to honor and glorify God and implement the Word. With an aging congregation, BUPC needs a pastor to guide us through the next phase of recruiting new members while ministering to the older members. The pastor will provide enlightening and encouraging sermons. The pastoral care involves ministering to persons, in both congregation and community, who are distressed, disadvantaged, and providing links to essential social services as needed. In support of BUPC's community outreach role, the pastor must be willing and able to communicate with the diverse communities of faith. Also, as part of the church's ministries, the pastor shall attend and interact with the congregation's social activities.

**For what specific tasks, assignments, and programs areas will this person have responsibility? (Please see Appendix B for sample lists)**

The responsibilities of the new pastor will be to preach to inspire and guide the congregation towards spiritual growth. We seek a pastor who will provide pastoral care and participate in various church events. The pastor will moderate all Session meetings and work with ruling elders to shape the church's vision and mission and help manage the church's finances, building and programs. Coordinate with the Music Director worship service hymns. Lead bible study classes. Officiate at weddings, funerals and baptism. Assist in facilitating the church bulletin, announcements, newsletter, website and annual report. Promote fellowship and outreach ministries.

**COMPENSATION AND HOUSING:**

Minimum Effective Salary	\$39,722
Housing Type (Select One)	Housing Allowance Manse Open to Either

## 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:	Diane McGreevy
E-mail	dianemcgreevy@verizon.net
Phone	412-638-8546
Relation	Deacon

Reference Name:	Jean Lindberg
E-mail	<a href="mailto:hjlindberg@aol.com">hjlindberg@aol.com</a>
Phone	412-835-7675
Relation	Member

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

Name:	Davis O'Neal
E-mail	<a href="mailto:dodavisoneal@gmail.com">dodavisoneal@gmail.com</a>
Phone	412-901-3580
Relation	Elder

### Commission on Ministry Contact:

Name:	Judy Shipley
E-mail	<a href="mailto:j.shipley.i17@gmail.com">j.shipley.i17@gmail.com</a>
Phone	412/952-5183

### Presbytery Staff Contact:

Name:	Ralph Lowe
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Phone	412-323-1403

## Appendix A: LEADERSHIP COMPETENCIES

THEOLOGICAL/SPIRITUAL INTERPRETER	
<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>
COMMUNICATION	
<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>
<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>	
ORGANIZATIONAL LEADERSHIP	
<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>

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

<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>	<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>
<p><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.</p>	

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

*(These samples are provided by the Commission on Ministry. In consultation with your COM Representatives and Presbytery Staff, you're encouraged you adjust these lists to match your specific mission and ministry needs. As a general rule, these sample descriptions are meant for Solo or Pastor/Head of Staff Positions. **Items shown in bold** are required tasks for all full-time and part-time Pastors)*

**Covenant 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. **In partnership with the Session, the Covenant Pastor shall engage in the work of discerning and casting vision for the congregation's ministry.**
6. **Serve as Head of Staff**
7. 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
8. Provide leadership support for the committees of the Session
9. Be available as a resource person for: *(the church school, youth organizations and other church groups may be specifically named here)*
10. Lead the congregation in reaching out into the community and in performing its ministry of healing and reconciliation
11. Call on the sick and home bound
12. 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