

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	John McMillan Presbyterian Church
Mailing Address	875 Clifton Road
City, State, and Zip	Bethel Park, PA 15102
Telephone Number	(412) 833-4704
Fax Number	
E-mail Address	jmpc@johnmcmillanpc.org
Website	www.johnmcmillanpc.org
Current Membership	375
Average Worship Attendance	150
Church School Attendance	25
Church School Curriculum	In-house

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)	< 1%
Hispanic Latino/Lantina, Spanish	<1%
Middle Eastern	
Native Hawaiian or Other Pacific Islander	
White	>99%
Other	

Community Type	<i>Suburban</i>
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Clerk of Session Contact Information

Name	Cindy Fast
Preferred E-mail	jmpc@johnmcmillanpc.org
Phone Number	(412) 833-4704

Position Information:

Position Type	<i>Covenant Pastor</i>
Position Title	Associate Pastor
Position Tier/Hours	<i>Tier 4 (16-18 Hrs/week)</i>
Is this a shared ministry position? If so, please list the congregations	No
Language Requirements	

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*)

Competency/Skill	Definition
Preaching and worship leadership	See appendix "A"
Spiritual Maturity	See appendix "A"
Interpersonal Engagement	See appendix "A"
Public Communicator	See appendix "A"
Flexibility	See appendix "A"

Narrative Questions

What is your congregation's or organization's Mission Statement?
To Know, Glorify, and Serve God
Briefly describe your congregation and its vision for ministry.
To be disciples of Jesus locally, regionally, nationally, and internationally
For what specific tasks, assignments, and programs areas will this person have responsibility? (Please see Appendix B for sample lists)
See appendix "B" for Covenant Pastor with the exception of "Serve as Head of Staff" as the position is for Associate Pastor. The Covenant Pastor will serve as Moderator of Session when the Senior Pastor is unavailable.

COMPENSATION AND HOUSING:

Minimum Effective Salary	\$30,423
Housing Type (Select One)	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:	Hetz Marsh
E-mail	marshes@comcast.net
Phone	(412) 913-5814
Relation	Former member

Reference Name:	Emily Shubilla
E-mail	dce@johnmcmillanpc.org
Phone	(724)984-8202
Relation	JMPC Director of Christian Education

Session/Search Committee/PNC Contact Person:

Name:	Jim Hinerman
E-mail	hjhiner@gmail.com
Phone	(412) 833-3476
Relation	

Commission on Ministry Contact:

Name:	Mark Jones
E-mail	mark.jones2@comcast.net
Phone	

Presbytery Staff Contact:

Name:	Ralph Lowe
E-mail	rlowe@pghpresbytery.org
Phone	(412) 323-1403

Appendix A: LEADERSHIP COMPETENCIES

THEOLOGICAL/SPIRITUAL INTERPRETER		
x	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.	x x
x	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	
x	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.	
		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.
		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.
		Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION		
x	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	
	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.	x
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
		Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
		Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
ORGANIZATIONAL LEADERSHIP		
	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	
		Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.

x	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.	x	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.
x	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.		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.
	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.		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.
	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			
x	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.	x	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>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>	x	<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>		

Appendix B: Sample lists of responsibilities

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