



**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 10125

Ministry Name Grace Presbyterian Church

City Springfield State VA ZIP Code 22150

Telephone Number 703-451-2900 Fax Number 703-451-3013

E-mail manager@gracepresby.org

Website www.gracepresby.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 _____ 147 _____

Church School Attendance _____ 111 / 42 _____

Church School Curriculum - Whirl, Echo the Story, Faith Questions, and teacher-generated

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

4 Black or African American (African Native, Caribbean)

2 Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

94 White

Other _____

Presbytery _____ National Capital _____ Synod _____ Mid-Atlantic _____

Community Type (select one)

_____ College

_____ Rural

X Suburban

_____ Small City

_____ Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name _____ Greta Tosi-Miller _____

Address _____ 7434 Bath Street _____

City _____ Springfield _____ State _____ VA _____ Zip Code _____ 22150 _____

Preferred Phone _____ 703-356-1916 _____ Alternate Phone _____ 703-967-6635 _____

E-mail _____ greta.tosi.miller@gmail.com _____ 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>
	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 (supervising one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
<u>1st Ordained Call</u>	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		Pastor (For Such a Time as This Pastoral Resident)
	Bi-vocational/Tentmaker		Youth Director (non-ordained)
	Chaplain		Other
	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) Associate Pastor, Youth, Education & Mission

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

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="checkbox"/> Other	

Statement of Faith Required Yes No

Mission Statement

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

Growing in Spirit, Living as Disciples, Serving God’s World



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.

Grace draws on worship, fellowship and study to inspire all members to practice discipleship. Our ministries seek to bridge the worlds of scripture, tradition, and modernity. Lay leaders develop diverse adult education programs including classes on traditional and contemporary topics, fellowship groups, and pub theology. Youth education and discipleship aim to impart faith that is authentic, action-oriented, and robust enough to sustain faith into adulthood. Our youth join intergenerational church-wide mission programs and annually repair homes in southern Virginia. We support a church in Palestine and sponsor an ongoing forum discussing issues of peace and justice in the Middle East. Our mission teams annually travel to Honduras, working alongside villagers on public health improvements, Bible school, and prayerful fellowship. We partner with county governmental agencies to host a parenting skills program, and our tutoring program serves local elementary school children. Our preschool and Aging with Grace ministries set standards for professionally-directed programs, and our Stephen Ministry supports lay ministers who bring hope and a listening ear to those in spiritual or emotional crisis. Consistent throughout Grace's ministries is an understanding that following Christ is not confined to Sunday alone, but acting daily in the world on His behalf. Our worship, fellowship, and understanding of the Gospel call for a response that reflects God's love for the world.

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

Grace Church is located just 12 miles from Washington, DC, with many of our members working in the areas of government (federal and local), non-profit, and the military. Fairfax County has a median income of \$112,400 - the second highest in the United States. Our public schools are among the most competitive in the country and our congregation's youth are busy and under stress. Yet Grace Church sits in an ethnically and economically diverse neighborhood that is home to several Title I schools. Serving such schools and our local community is an important mission for Grace - one we hope to



strengthen and grow. For over 25 years, members and friends of Grace have mentored students from these schools in a weekly tutoring program. Grace also supports a Parenting Education Program in partnership with the county that provides support services for interested and/or some at-risk families. Other local ministries include preparing weekend food packs for students as well as backpacks of food and hygiene items for the homeless. Many members feel called to be active on national issues such as gun violence and immigration, and globally, Grace has a longstanding ministry in Honduras and a sister-church relationship with a Palestinian congregation in Nablus. Our members provide a strong volunteer core to support missions near and far. Our call is to nourish our congregation with the Gospel and manifest the good news throughout our local, national, and global communities.

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

Grace is looking for an Associate Pastor (AP) who will enthusiastically embrace our mission, provide spiritual guidance to children and youth, and offer vision, leadership, and growth to our programs. We seek an energetic AP with a passion for encouraging children, youth and adults to grow deeper in their relationships with God and with each other. She/he will coach our lay leaders to support and empower the ministries of our children and youth. At times our youth struggle to attend services and youth programs, regularly finding church involvement less of a priority than academics, sports and extracurricular activities. Through strong guidance and direction, she/he will find innovative ways to connect with children and youth, fostering strong relationships that encourage them to grow in their faith, support one another, and fully integrate into the multi-faceted life of Grace. The AP, with lay leaders and committee members, will strengthen our existing local mission work and creatively reach those in our community whom Grace has not yet served. Additionally, our congregation appreciates challenging and thoughtful sermons that provide guidance on how to live and share our faith daily in a complex world. The Associate Pastor will inspire and challenge all of us to exemplify Christ's teachings in worship, education, and outreach.



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

We are seeking a faithful carrier of God’s message, a discerner of the Spirit, and a cheerful and energetic servant leader. He/she will rely on prayer, and have a contagious faith, generous spirit, and a desire to work alongside others. It is essential that the AP be an active and patient listener who builds relationships of trust and respect. He/she will authentically interact with our youth and their families via personal engagement and motivate Grace members in their spiritual growth. The AP will be flexible and creative and think “outside of the box” in managing and navigating church issues and growth, particularly in the areas of education, mission, youth, and family-related programs. Our already dedicated communications ministry will benefit from someone with strong technology and social media skills. Teaching, preaching, and leading must be based on a clear understanding of the Word of God. The AP will use sound judgment and effective practices in worship and program management, demonstrate respect for members, staff, and volunteers, and cultivate a strong and collaborative relationship with our pastor. He/she will organize diverse mission opportunities for youth and adults, recognize the talents and skills members bring to the operation of the church, and foster an environment that encourages, equips and assists the congregation in serving our faith and mission communities.

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

The Associate Pastor will serve as primary staff liaison for Grace’s Youth, Children’s Discipleship, and Mission Committees. The AP will spend 60% of his or her time providing leadership, planning, communicating, and fostering spiritual development in youth and families. The remaining time will be devoted to general pastoral duties, education programming for youth and adults, and mission programming, as there is a natural overlap among these programs. The AP will assist in worship leadership; be a member of the session; preach 6-10 times a year; and, with the Head of Staff and Elders, support the pastoral care needs of the congregation. The AP will oversee programming and spiritual formation of youth and their families and should integrate them into worship, discipleship programs, and the congregation’s outreach ministry. Currently, given the small census in many age groups, such programming will evolve and might entail a mixture of: coordinating intergenerational



events like mission projects or “Church Family” gatherings; facilitating participation by Grace Youth in Presbytery and denominational conferences and events; forming partnerships with other area churches for certain projects or events; and creating age-appropriate small group activities to build relationships. Our goal is a vibrant youth ministry that builds strong interpersonal relationships among our youth and empowers them to serve as fully integrated and vital participants in the ministry of the whole church.

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)

www.gracepresby.org

www.facebook.com/GraceSpringfield

www.meetup.com/Help-the-homeless

[www.facebook.com/GraceYouthGroup Springfield](https://www.facebook.com/GraceYouthGroupSpringfield)

Youth Group Twitter



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>
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>
X	<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>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>
X	<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>
X	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
X	<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>
X	<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	<p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



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.
	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.	X	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.		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.		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.
X	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		
	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.	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.
X	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.	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
X	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.	X
X	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.	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.

COMPENSATION AND HOUSING: *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

Salary information to be inserted re: input from Clerk, HR & Finance

Minimum **Effective** Salary \$ 65,000 Maximum **Effective** Salary \$ 70,000

Housing Type Manse
 Housing Allowance
 X 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: **Lisa Kenkeremath**
Address: 3009 Crane Drive, Falls Church, VA 22042 _____
Phone Numbers: 703-677-0723 or 703-369-2058 _____
Relation: Former Interim Pastor and Supply Pastor _____
E-mail: pastor@mpc-va.org _____

Name: **Savannah Gold**
Address: 6759 Edgecliff Drive, Alexandria, VA 22315-2604 _____
Phone Numbers: 703-922-4540 _____
Relation: Former Youth group member and Youth representative to PNC _____
E-mail: sgold2017@gmail.com _____



Pastor Nominating Committee Chairs:

Name Donna Lucas-Fitzpatrick

Address 6128 Roxbury Avenue

City Springfield State VA Zip Code 22152-1624

Preferred Phone 703-644-6458

Alternate Phone 703-517-9027

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

Name Tim Wilder

Address 5985 Queenston Street

City Springfield State VA Zip Code 22152

Preferred Phone 703-913-5913

Alternate Phone 571-521-9000

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

ENDORSEMENTS

Pastor Nominating Committee: Donna Lucas-Fitzpatrick Date: March 26, 2018
Signature

Pastor Nominating Committee: Timothy Wilder Date: March 27, 2018
Signature

Clerk of Session: _____ Date _____
Signature

Presbytery: _____ Date _____
Signature