



**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 00114 _____
Ministry Name Gaithersburg Presbyterian Church _____
Mailing Address 610 South Frederick Avenue, _____
City__ Gaithersburg State __MD_____ Zip Code 20877 _____
Telephone Number_____301-948-9418_____ Fax Number 301-869-3049 _____
Email gpcnc2018@gmail.com _____
Web site www.gpchurch.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 _____ 360 _____



Church School Attendance _____ 95 Registered, 20-25 on Sundays _____

Church School Curriculum _____ Dwell by Faith Alive _____

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

___ 4 ___ Asian

___ 31 ___ Black or African American (African Native, Caribbean)

___ 1 ___ Hispanic Latino/Latina, Spanish

___ 1 ___ Middle Eastern

____ Native Hawaiian or Other Pacific Islander

___ 63 ___ 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 Mary Kay Penn

Address 610 South Frederick Ave

City Gaithersburg State MD Zip Code 20877

Preferred Phone 301-948-9418 Alternate Phone _____

E-mail MKPenn@aol.com FAX 301-869-3049



***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
<u>5 to 10 years</u>	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) Pastor, 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):

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	<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

Mission Statement

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

Gaithersburg Presbyterian Church, called by God to be: A global, caring community of faith, centered in Jesus Christ, training people to share His life everywhere we go.



Our top three priorities are:

- To worship the Lord with heart, soul, mind and strength
- To engage our neighbors in central Montgomery County
- To equip each generation for Christian discipleship.



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.

We are a diverse community from more than 30 countries, speaking 60 languages. Our diversity (theological, financial, cultural, age, political, physical ability) is our greatest asset and biggest challenge as we grow from a multicultural church to an intercultural church. Our Holy Spirit driven ministry is centered on worship, Christian formation, service, discipleship and evangelism. We exalt God through congregational worship and music in three Sunday services in meditative, contemporary and traditional styles. Our music programs nurture worship leaders of all ages and abilities encompassing traditional, contemporary, African, hand bells and organ music.

Training disciples is a life-long process. Our youngest are nurtured in our nursery and graduate to the children's Sunday School program. Our youth program is evolving as our church family changes with fewer youth, distance and cost concerns. Adult education covering biblical, theological and social topics is taught by members meeting during all three services. Some participate in small faith groups that meet in homes. Our mid-week program "fourth night" is dinner followed by programs for all ages.

We engage our neighbors by opening our doors to community organizations and preparing meals for the homeless. We organize home repair and rebuilding projects, serve those in prisons, offer support for the unemployed and serve a local elementary school. We engage the world through mission trips and missionary support.

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

GPC has a deeply rooted history of community service and engagement. We are planted in the most diverse community in the nation with a rapidly changing, high immigrant population. GPC is a regional church – our community extends beyond our geographic location and beyond our county. We want to ensure that each member of the congregation feels the love of God through all the members of the church. We are pursuing this through education, mentoring, and fellowship. We are raising awareness of social issues within our community such as racism through classes, study groups and personal interactions. Our Christian Education program ranges from infants through seniors with nursery,



preschool, children's and adult Sunday School, Youth and very active VIPS (seniors), small groups and book clubs. We have active partnerships in local, national, and worldwide community organizations and missions which involve much of our membership. Examples include:

- Church-wide participation in local food banks, soup kitchens, shelters, schools, rebuilding programs and prison ministries
- Youth service trips locally, regionally and internationally to develop awareness of the needs of others
- Congregational PDA mission trips to heal the wounds of disasters in the Eastern U.S.
- Opening our space to support our community including AA, Boy Scouts, M.C. Philharmonic.
- Congregational support for missionaries in 5 countries worldwide.

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

We seek a senior pastor who will guide and direct our passion so that it brings our mission and vision into focus and converts our ideas into actions. (S)he should:

- Encourage, develop, and collaboratively lead inclusive, reverent, and celebratory worship services that breathe life into attendees and acknowledge the supremacy of our Lord and Savior over all things great and small.
- Lead the church in transforming the community through social justice.
- Mentor, guide, and share in directing a strong, diverse, inclusive, and thought-provoking Christian education program.
- Foster and grow relationships within our diverse membership such that our broad spectrum of differences becomes our church's greatest strength.
- Care for, nurture, grow, guide, and build up those staff members whom (s)he supervises.

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

The person called to be the next senior pastor of GPC will be a kind, spiritually mature servant-leader. As the senior pastor and head of staff of a diverse church, s/he needs to be willing to direct passionate people and committees with varying viewpoints into a direction for the entire congregation. S/he'll help the congregation embrace its multi-faceted diversity and grow into inclusiveness and relationships crossing group lines. Previous experience working with culturally and racially diverse groups is desirable. Effective communication, organizational, and active listening skills are needed to lead, with humility and grace, our congregation, session, and staff.



S/he will inspire our congregation each Sunday with Biblically based sermons which will speak to a congregation of widely divergent views on the important topics of our times (LGBTQ, political, social justice etc.). S/he also will be open to an inclusive worship style that embraces cultural sensitivity, teaching, and intellectually challenging messages for the congregation as we learn more about Jesus and our faith in today's world.

S/he needs to be able to create a vision, based on who we are today, of where we want to be in the years ahead. S/he must be willing to grow with our church, ensuring that our vision and mission are implemented effectively and efficiently. S/he needs to be a strong force in our stewardship program made up of many pledging traditions.

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

The senior pastor will participate in developing our vision for the future, acknowledging the changing relationship of society and Christianity and the need for the church to respond to this change.

S/he will provide:

- overall spiritual leadership focused on our vision and mission, with a broad program of worship, music and fellowship
- an outstanding, Biblically-based preaching and teaching ministry that enhances spiritual growth for persons from diverse cultural backgrounds and for people of all ages.
- pastoral care, including home and hospital visitation; crisis, pre-marital and other kinds of counseling
- administrative and organizational leadership serving as head of staff including the preschool and kindergarten, pastor to the congregation, and Moderator of Session.
- supervision of GPC's associate pastor, parish associates and director-level employees.
- confidential staff performance evaluations on an annual basis
- guidance and resources to staff and lay leaders to promote a sense of ownership among the congregation for ministry
- leadership to the church's stewardship programs

The senior pastor supports and evaluates the effectiveness of ministries in collaboration with Ruling Elders, Deacons and Committees. S/he builds bridges by ensuring effective communication, coordination and effective working relationships between staff members, volunteers and church members. As the primary focal point for public relations, s/he articulates GPC's vision both internally and externally.



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)

<http://www.gpchurch.org/>

<https://tinyurl.com/yexaj64w> (GPC Facebook Page)

<http://www.gaithersburgmd.gov>

<http://www.montgomerycountymd.gov>



***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>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>
	<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>
	<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>
	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<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>
	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<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.	X	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.		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.
	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.	X	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		
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.
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
	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.	
		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.
	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.	

***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.)

See Effective Salary Definition at [Board of Pensions](#).

Minimum *Effective* Salary \$ 84,000 Maximum *Effective* Salary \$88,000

Housing Type Manse
 Housing Allowance
 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 Rev. Dr. Wilson Gunn _____

Address 11300 Rockville Pike, Suite 1009, Rockville, MD 20852 _____

Phone Numbers 240-514-5348 _____

Relation General Presbyter _____

E-mail wgunn@thepresbytery.org _____

Name Rev. C.E. (Ted) Wright _____

Address 36 State St., Valley Falls, NY 12185 _____

Phone Numbers 240-595-4511 _____

Relation Most recent former Pastor, Head of Staff _____

E-mail wrightsafrica@gmail.com _____



Name Chaplain Lyman Smith (Ret.) _____
Address 128 Summit Hall Rd, Gaithersburg, MD 20877 _____
Phone Numbers 240-277-5882 _____
Relation Friend of the Church _____
E-mail LymanSmithCTC@gmail.com _____

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

Name Bob Wasik _____
Address 730 Kent Oaks Way _____
City Gaithersburg State MD Zip Code 20878 _____
Preferred Phone 240-620-7684 _____
Alternate Phone _____
E-mail Address for PNC Communications (required): bobwasik@yahoo.com _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature