



Memorial Presbyterian Church

**PRESBYTERIAN CHURCH (U.S.A.)
Memorial Presbyterian Church**

**32 SEVILLASTREET
ST. AUGUSTINE, FL 32084
(904) 829-6451**

Fax # (904) 829-0001

www.memorialpcusa.org

MINISTRY INFORMATION FORM

Ministry ID 01320

Ministry Name Memorial Presbyterian Church (MPC)

Mailing Address 32 Sevilla Street

City St. Augustine State FL Zip Code 32084

Telephone Number 904.829.6451 Fax Number 904-829-0001

Email: MPC@Memorialpcusa.org

Website: www.memorialpcusa.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



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***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)**

Years of Experience	Position Type	Years of Experience	Position Type
	Solo Pastor		General Assembly Staff
7+	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	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		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		



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You may also specify the position title (if appropriate)

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: Doctorate preferred

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-

To act individually and as one church family to:
Love God and love our neighbors as ourselves:
Invite, welcome and nurture one and all;
Worship the Lord;
Mature as disciples, and
Minister to those in need.



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NARRATIVE QUESTIONS

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out?

At Memorial Presbyterian Church (MPC), we strive to bring glory and honor to God through worship as we pass the peace, sing hymns of praise, welcome visitors and college students alike looking for purpose. We nurture each other and we mature as disciples through our Christian education programs on Sunday mornings and Wednesday evenings and through children's ministries and choir programs. We grow and learn together in order that we might better minister to all in need. Our outreach programs provide a variety of ways to minister, e.g. Food for Kids, a program that provides backpacks filled with food for low income students and their families on weekends (For detailed Outreach listings see: memorialpcusa.org) We both nurture and reach out to community members through our Presbyterian Day School (pre-school, established 1955), providing quality, and Christian education to families often not having a church home. We also provide for and minister through Prayer Partners Ministry, Stephen's Ministry and the regular attention and time devoted by members of the congregation and the pastoral staff. At MPC, we come as individuals in order that corporately, through the unity of our faith in Christ, and with the leadership of our pastors, elders and deacons, we can be a church at work in a needy world.

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

We are a 192 year old congregation worshipping in a 126 year old historic sanctuary. We have continually been called upon to meet (the) emerging needs of an ever changing community. As stewards of an iconic, historically significant church, we are seeking a head of staff that has experience and willingness to lead a ministry which includes meeting the financial challenges inherent with the preservation and continued restoration of such a magnificent place of worship. memorialpcusa.org/about-us/

We seek a pastor who will minister to the congregation and challenge us to reach out beyond the walls and into the world to care for those in need of God's love. Our community outreach endeavors include ministries like The Wildflower Clinic whose mission is to advance the health and well-being of residents requiring medical and dental care. memorialpcusa.org/pastoral-ministry/mission-outreach

We are blessed to have staff members who lead us in weekly traditional worship services. Our staff also leads a fellowship program for local college students, a Stephen Ministry, the Diaconate and coordinates our youth and children's programs and our music programs. Our Presbyterian Day School serves both member and nonmember families. Some of our diverse challenges include expanding the outreach to families with children/youth, lack of parking at and near the church and exploring nontraditional worship opportunities. These emerging and continuing needs are areas we anticipate the new pastor will assist us in discerning God's vision and lead us in turning that vision into rea



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

A successful candidate must understand and embrace the mission of our congregation. The pastor should possess the ability to lead not only by preaching, but by example. Our congregation seeks a leader with vision, energy, passion and humor. The pastor will lead, encourage and empower our staff and volunteers.

The candidate should be highly skilled in theological and spiritual leadership, thus providing an inspiring worship experience. A successful candidate will deliver sermons that are Biblically based, applicable to daily life and challenge us as individuals and a Christian community to live out the mission of our church.

Our expectation is that our pastor will passionately love the Lord and believe that God's love for humanity is made known in Christ Jesus, whose love heals, restores and transforms. We pray that all we do at MPC reflects God's truth.

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

We seek a seasoned, energetic pastor to lead our growing, active 750 plus member congregation. A successful candidate will be a skilled preacher able to inspire, direct and lead our worship services and other worship based activities. The candidate will possess a spiritual maturity coupled with strong leadership characteristics necessary to motivate and lead a talented and committed staff. At the same time, he/she must be able collaborate not only with the staff but also the lay leaders to arrive at the best possible path forward for our church and community. Our leader must possess a cooperative spirit and a willingness to engage and resolve conflicts that are an inevitable part of human nature. We seek a strong communicator, with the ability to relate across all age groups. They must be both willing and able to lead the fund raising efforts necessary to restore and preserve our iconic church. Our candidate should offer enthusiastic support to the many missions our church serves in our community through guidance and compassion for those who find themselves in less fortunate circumstances, being ever vigilant for new opportunities to serve God through missions. The pastor will have demonstrated a proven track record of administrative and church finance skills to lead this important aspect of ministry. In sum, we are seeking an uncommonly gifted and motivated individual to lead us, the congregation of Memorial Presbyterian Church, from our storied past into an even greater future.

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

The new head of staff at Memorial Presbyterian Church will oversee the church staff, moderate session, and advise the board of trustees. The head of staff will also guide our deacons and will attend monthly meetings for committees such as worship and music, evangelism, stewardship, administration, personnel,

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nominating and mission-out-reach. The pastor will have these committees as well as many individual congregation members to assist in all the tasks, assignments, and programs which carry out God's work in our church, our community, and beyond.

Key tasks for which the successful pastor will be responsible for include, but are not limited to, being a spiritual leader, the most frequent preacher, and a key administrator of church resources. The pastor will also play a lead role in encouraging stewardship and financial stability. We are seeking a strong worship leader, one who is community minded, and a pastor who will assist the church in growing an additional service.

Most importantly, the new pastor will be responsible for the wellbeing of our MPC family, getting to know members, encouraging and welcoming new members, be willing to counsel, and visit those who are in need of prayer and pastoral care.

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 MPC system does not warehouse links. (Limit characters to 500)

Link to Memorial Presbyterian Church website;

www.memorialpcusa.org.

Link to MPC website and the page that contains a PNC information and Head of Staff Job Description memorialpcusa.org/category/pastor-nominating-committee/

Link to MPC YouTube: "Memorial Presbyterian"

Twitter: "@memorialpcusa"

Facebook Pages: Memorial Presbyterian Church USA and Memorial Presbyterian Church

Local Chamber: stjohnscountychamber.com/index.php?src=forms&ref=Contact%20Us



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*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>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>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>



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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 congregations/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.		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.
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.	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.	X	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		



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	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.	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.	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 TBD

Minimum *Effective* Salary \$80,000 _____

Maximum *Effective* Salary \$ Negotiable _____

Housing Type _____ Manse

Housing Allowance

_____ Open To Either (Manse or Housing Allowance)

_____ Not Applicable (*For Non-pastoral Positions Only*)



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***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. Craig Davies

Address: 32 Sevilla Street, St. Augustine FL 32084

Phone Number: 904.829.6451

Relation: Interim Pastor

E-mail cdavies@memorialpcusa.org

Name Ms. Susan Abare

Address: 32 Sevilla Street, St. Augustine FL 32084

Phone Number: 904.829.6451

Relation: Member and Elder

E-mail: sabare@flagler.edu



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Name Ms. Susan Connor

Address: 32 Sevilla Street, St. Augustine FL 32084

Phone Number: 904.829.6451

Relation: Member

E-mail susanwconnor@gmail.com

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

Name: Paul Carter

Address: 32 Sevilla Street

City St. Augustine State FL Zip Code 32084

Preferred Phone 904.655.3001

Alternate Phone 904. 829.6451

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

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee  Date 10/3/16

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature