



**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 8236

Ministry Name Westminster Presbyterian Church

Mailing Address 2040 Washington Road

City Pittsburgh State PA Zip Code 15241

Telephone Number 412-835-6630 Fax Number 412-835-5690

Email pnc-all@westminster-church.org

Web site www.westminster-church.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 550



Church School Attendance 216

Church School Curriculum _____ Tru Curriculum _____

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

1 Asian

_____ Black or African American (African Native, Caribbean)

_____ Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

99 White

Other _____

Presbytery Pittsburgh Synod Trinity

Community Type (select one)

_____ College _____ Rural X Suburban

_____ Small City _____ Town _____ Urban

_____ Village _____ Recreation _____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name H. Brian Peck

Address 198 Canterbury Rd.

City McMurray State PA Zip Code 15317

Preferred Phone 724-344-4037 Alternate Phone _____

E-mail hbpeck@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
<u>5-10</u>	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		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) _____ Senior 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 _____	Interim Executive Presbyter Training _____
Certified Christian Educator _____	Certified Business Administrator _____
Certified Conflict Mediator _____	Clinical Pastoral Education Training _____
Other _____	

Language Requirements

<input checked="" type="checkbox"/> English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

Statement of Faith Required Yes _____ No

Mission Statement

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

We seek to be a caring community of faith committed to bringing people to Christ and developing their faith through worshipping God together, teaching the faith, and serving in mission.



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.

As a Christ-centered church, Westminster welcomes all to participate in worship, to grow spiritually and to develop a heart for service. We are a family of believers who find comfort and fellowship together while building relationships within the Pittsburgh area and beyond.

We are a vibrant church with a rich history, blessed with a gifted congregation and a capable, collegial staff. From everyone to whom much has been given, much will be expected.

Dr. John Galbreath, founding pastor, established Westminster as a "community church" and was involved in the creation of South Hills Interfaith Ministry, Meals on Wheels and other organizations. His active participation in the March on Selma during the civil rights movement began our commitment to social justice that has included letter writing campaigns for Amnesty International and Bread for the World.

Today, that outreach is a core tenet of Westminster evidenced by funding new congregations, support for missions in Haiti, Malawi and India and meal packaging and food distribution. Many members first come to Westminster through these outreach activities.

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

We strive to bring people to worship, pray, study and offer guidance toward personal devotion and faith in Jesus Christ. We are driven to witness by serving others. The associate pastors provide care, ensuring that members feel nurtured and loved as well as listened to and heard.

In addition to two traditional services in the sanctuary, we offer a contemporary service, The Bridge, a high-energy worship opportunity. Christian education is offered for all ages, as are spiritual development, adult Bible studies and small groups.

We are proud of our early childhood education programs (WECEP) and our vibrant youth ministry as well as a multitude of physical and spiritual programs offered to the community through the WROC.



Westminster provides cultural opportunities by hosting many professional musical concerts as well as sponsoring the Town Hall South lecture series.

Westminster is a principal supporter of local missions, including the South Hills Interfaith Movement, and City Mission in Washington, PA. We also partner with a number of churches in the city around matters of racial justice and reconciliation.

Westminster continues to reach out in new and creative ways to maintain and increase membership. We work to provide a safe place for theological questions and discussions and continue to evaluate how best to live our faith in the world. Our service is evidence of our beliefs in action. We have a range of theological and political views and rejoice that there is room for all.

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

The senior pastor will steer the ship by leading a large and active congregation and overseeing a competent and collegial full and part-time staff of 23. We have a large and effective Session and Board of Deacons and approximately 650 volunteers who participate in the life of the church. We've been blessed to thrive as a vital congregation for more than 70 years.

Westminster has two very capable associate pastors. The associate pastor for congregational care provides direct care and oversees the church's entire care ministry while giving oversight to the staff and family ministries (not including youth). The other associate pastor oversees the youth ministry, contemporary Bridge worship service and production of videos, podcasts and other forms of electronic media.

We seek a pastor who will nurture a culture of creativity, joy and belonging, a person who will be a visible part of outreach beyond the walls of the church building. We seek a pastor who will find creative ways for church members to give of their time and talents.



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 looking for a pastor who has a deep reliance on the Holy Spirit as a principal source of compassion, wisdom and strength. The work is rewarding but it requires energy and commitment as well as a loving heart for people. A calm presence and an abiding sense of God's grace to share the love of Christ with others will add to the joy and depth of our life together.

We seek a strong, thought-provoking preacher who actively and creatively brings the scriptures to life to solve problems and inspire Christian love. We are looking for a person who is a good manager in the form of a servant leader, someone who will be an intentional and visible partner in Pittsburgh's diverse faith community.

Due to a recent case of embezzlement, we seek a pastor who will provide strong leadership during a time of healing and redirection, someone who is comfortable overseeing a large budget.

We look for a person who is not afraid to face difficult issues, someone who will listen to and give consideration to different points of view. We seek a pastor who will motivate stewardship, participation and generosity.

We seek a pastor who will be supportive of Westminster's extensive ministry and commitment to mission in the name of Christ.

And a good sense of humor wouldn't hurt!



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

The senior pastor's responsibilities include:

- Leading worship and preaching
- Administering the Sacraments
- Contributing to a warm and welcoming culture in which visitors feel welcomed and inquirers are invited to join the church
- Serving as a collegial head of staff, cultivating the gifts of others while maintaining accountability for the church's overall ministry, mission and financial health as defined by Session
- Sharing in pastoral functions such as weddings, funerals, visitation and counseling in consultation with the associate pastors
- Participating in annual performance reviews with staff and making personnel recommendations to the Personnel Commission for all staff
- Consulting with the church finance team in developing an annual budget for submission to Session and seeing that the church operates within the approved budget
- Serving as moderator of Session and supporting the various commissions of Session as needed
- Participating in meetings and other activities of the Pittsburgh Presbytery
- Other duties as requested by Session

OPTIONAL LINKS

<https://www.westminster-church.org/>

<https://wecep.org/>

<http://wroc.westminster-church.org/>

<https://www.townhallsouth.org/>

<https://shimcares.org/>

<https://www.citymission.org/>



***LEADERSHIP COMPETENCIES**

(Select 10 leadership competencies from the list below that are required for the position.)

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.	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.
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 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.
	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.	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		
	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
X	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.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	



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.		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.		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.
X	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.	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.	X 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 _____

Maximum *Effective* Salary _____



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. Hetz Marsh _____
Address _____ 209 Thornberry Circle, Pittsburgh PA 15234 _____
Phone Numbers _____ 412-595-8226 _____
Relation _____ Former pastor at Westminster Presbyterian Church _____
E-mail _____ marshes@comcast.net _____



Name Dr. Ronald E. Peters
Address 1000 Bryn Mawr Rd., Pittsburgh, PA 15219
Phone Numbers 412-681-0229
Relation Theologian in residence, Grace Memorial PC, colleague in ministry
E-mail anyanwu3@msn.com

Name Jim Guffey
Address 5301 Park Ave., Bethel Park, PA 15102
Phone Numbers 412-854-9120
Relation Executive director of South Hills Interfaith Movement
E-mail jguffey@shimcares.org

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

Name Paul Conley, Chair, Pastor Search Committee
Address 105 Lakeview Dr
City McMurray State PA Zip Code 15317
Preferred Phone 412-905-9141
Alternate Phone 724-942-0553
E-mail Address for PNC Communications (required): pconley@Westminster-church.org

ENDORSEMENTS

Pastor Nominating Committee

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature