



**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](http://www.pcusa.org/clc)**

**MINISTRY INFORMATION  
FORM**

Ministry ID 05512

Ministry Name Western Presbyterian Church and Society

Mailing Address PO Box 426

City Palmyra State New York Zip Code 14522

Telephone Number 315-597-9171 Fax Number (315) 597-8973

Email [office@wpreschurch.org](mailto:office@wpreschurch.org)

website: <http://www.wpreschurch.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 97**



Church School Attendance 17 children ages 3-14, adults 4+

Church School Curriculum Seasons of the Spirit, Wood Lake Publishing, Inc.

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
- Black or African American (African Native, Caribbean)
- Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander

100% White

Other

Presbytery of Geneva

Synod of the Northeast

**Community Type (select one)**

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> College            | <input type="checkbox"/> Rural      | <input type="checkbox"/> Suburban   |
| <input type="checkbox"/> Small City         | <input type="checkbox"/> Town       | <input type="checkbox"/> Urban      |
| <input checked="" type="checkbox"/> Village | <input type="checkbox"/> Recreation | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> N/A                |                                     |                                     |



**Clerk of Session Contact Information:**

Name Janet Manktelow

Address

City

Reference contact information removed from this online version for security reasons. Please see CLC or contact the main church number for additional details

Preferred Phone

E-mail

**\*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>
First Ordained Call	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 (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		

You may also specify the position title (if appropriate) \_

**\*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  Certified Christian Educator   
 Certified Conflict Mediator   
 Interim Executive Presbyter Training  Certified Business Administrator  Clinical  
 Pastoral Education Training   
 Other

**Language Requirements**

English  Spanish  Korean  French  
 Arabic  Armenian  Creole  Portuguese  
 Japanese  Russian  Swahili  Burmese  
 Cambodian  Indonesian  Laotian  Thai  
 Vietnamese  Taiwanese  Cantonese  Mandarin Chinese  
 Twi  Other

Statement of Faith Required  Yes  No

**Mission Statement**

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

Western Presbyterian Church is building faith, family, and fellowship. We are Christ-centered, nurturing, caring, welcoming, and generous. WPC nurtures spiritual growth, joyful fellowship, meaningful community, and global involvement; worshipping and serving God with energy, intelligence, imagination, and love. We strive to:

- Inspire worship in our hearts, minds, and actions in honor and celebration of Christ.
- Provide a sanctuary of faith for all people where support, empathy, and a sense of community are realized.
- Cultivate spiritual growth by encouraging each congregant to discern God's presence and guidance.
- Be a catalyst for growth and relevance of the local and extended Church.



- Extend our faith beyond our own experience through outreach to those who are unaware of Christ's grace.
- Be Christ's disciples through both local and global mission efforts.
- Guide, nurture, and support the youth of our congregation and community.
- Sponsor Canal Town Nursery School and other youth-based programs.

## 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.

WPC's role in the community is one of service and activity. We are active doers of faith, having initiated and supported many community projects. WPC members stand out in local service organizations - Rotary, Lions Club, Kiwanis as well as serving on boards of civic organizations. Canal Town Nursery School was started as a mission of the church and has remained so for 43 years. Recently we have added a Universal Pre-Kindergarten program. Our doors have been open to the community for the National Day of Prayer, inviting people to come in for prayer and meditation. WPC is a caring community that actively supports in times of joy or concern. The community has come to know WPC as a leader in ecumenical endeavors such as Vacation Bible School and Advent Choral Festival. We strive to be a Christ-centered, nurturing, caring, welcoming and generous presence in our community.

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

Prompted by the 2013 poverty report from Monroe County we started researching our area for the needs within our community. Mission and Social Concerns Ministry Team saw one need and then from there



more things came up, so we have collaborated with others to help accomplish the following:

- Serving over 300 lunches at Palmyra Library's Summer Free Lunch Program
- Operating free snack program 2 days per week during school year at Palmyra Library
- Supporting Weekend Wellness Backpack Program at the Palmyra Primary and Middle School serving 65 students with food
- Overseeing the Good Neighbor Fund, with co-operation of other churches, to provide emergency funding for families in need and/or directs the families to other service organizations as appropriate
- Spearheading the Angel Tree Project to provide Christmas gifts for families
- Participating in the community food pantry as well as collecting cereal and other food on Communion Sunday. Last year one member graciously contributed over 1,000 boxes of cereal.
- Operating an ecumenical children's clothing cupboard

Church members participating in community service organizations bring an awareness of the needs of our community. The community needs are more than we can possibly meet, but WPC continues to make a difference wherever possible.

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

While making every attempt to make a difference, our congregation is given the opportunity to participate in many different ways; mission, worship, and continuing spiritual growth. All of the congregation, no matter their age, is given many ways to help in ministry: through mission projects, prayer, worship leaders, educational opportunities to study the Bible or how we make a difference in the world. WPC cares for shut-ins, the poor, the sick, and the hungry and reaches out to community members and other churches to participate in common goals. WPC values and celebrates the work of the many in whatever way they are able to serve. Our goal is to be Christ-centered, nurturing, caring, welcoming, and generous.

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





Western Presbyterian Church is looking for a pastor who is guided by the Holy Spirit, is friendly, welcoming, energetic, spiritually grounded, trusted and trusting and is mission focused. Our new pastor will be a good preacher who brings the Bible into today's world and engages with all of the congregation. The pastor will encourage others to take an active part in the ministries of the church. He/she will help the congregation to build faith, family, and fellowship and will encourage congregation members, jointly and individually, to be Christ-centered, nurturing, caring, welcoming and generous by modelling these characteristics in his or her own life. The pastor should be family and child oriented. Our new pastor will be a strong leader who will guide, and motivate an active congregation. The ideal pastor will facilitate our continued vision into a program-centered church.

Our pastor will live in this community and be an active community member. He / she shall be deeply rooted in Christ and will lead the congregation in spiritual development. The pastor should help maintain and invigorate our existing programs, relate well with all age groups of the congregation, and be concerned with family ministry. Our pastor's role will require technical skill sets for worship and social media. We expect our pastor to work with the existing congregation to develop additional methods to expand our membership.

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

- Plan and conduct worship service each Sunday, including preaching while blending multimedia experiences
- Provide direction and support to the Sunday School Director and Christian Education ministry team in their efforts to provide our members, youthful and otherwise, meaningful and relevant CE programs.
- Work with Deacons to provide relevant pastoral care including hospital and home visits.
- Officiate at funerals and weddings with approval of the session.
- Represent WPC along with lay representative at Presbytery of Geneva.
- Participate with local clergy council and ecumenical events.



- Support the work of the ministry teams of the Church by attending meetings when needed, providing direction, and facilitating cross-team cooperation and coordination.
- Moderate all session meetings.
- As head of church staff, coordinate the duties of the office assistant and work with appropriate ministry teams to provide oversight and direction for all other church staff. Coordinate annual written performance reviews for all staff with support of Session member(s).
- Write an article for the cover page of the Spire (WPC newsletter) each month, contribute to web page and social media, use electronic communication.
- Submit to session a monthly pastor's report
- Lead the church in building faith, family and fellowship. Facilitate WPC in fulfilling our mission statement.



### 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)

[web.co.wayne.ny.us](http://web.co.wayne.ny.us)  
[www.palmiryany.com](http://www.palmiryany.com)



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>			
	<b>Compassionate</b> – 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.		<b>Hopeful</b> – 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.
<b>X</b>	<b>Preaching and Worship Leadership:</b> 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.	<b>X</b>	<b>Spiritual Maturity:</b> 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.
	<b>Lifelong Learner</b> – 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.		<b>Teacher</b> – 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.
<b>COMMUNICATION</b>			
	<b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.



<b>X</b>	<b>Public Communicator</b> - 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.		<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
<b>X</b>	<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		

**ORGANIZATIONAL LEADERSHIP**

	<b>Advisor</b> – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>X</b>	<b>Change Agent</b> – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.
	<b>Contextualization</b> – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.		<b>Culturally Proficient</b> – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware</b> - 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.		<b>Entrepreneurial</b> - 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.
	<b>Risk Taker</b> – 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.		<b>Task Manager</b> - 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.
	<b>Willingness to Engage Conflict:</b> 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.		<b>Decision Making:</b> 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.



<b>X</b>	<b>Organizational Agility:</b> 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.	<b>Strategy and Vision:</b> 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.
	<b>Financial Manager</b> – 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.	<b>Funds Developer</b> – 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.
<b>X</b>	<b>Collaboration:</b> 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.	
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**INTERPERSONAL ENGAGEMENT**

<b>X</b>	<b>Interpersonal Engagement</b> - 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.	<b>Bridge Builder</b> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
<b>X</b>	<b>Motivator</b> - 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	<b>Personal Resilience:</b> 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



meaningful contributions to mission accomplishment.		
<b>Initiative:</b> 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.		<b>Flexibility</b> - 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.
<b>Self Differentiation:</b> 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 \$ 47,900

Maximum *Effective* Salary \$ 57,530

- 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.**

Reference contact information removed from this online version for security reasons. Please see CLC or contact the main church number for additional details





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**\*Pastor Nominating Committee/Search Committee Co-Chairpersons**

Name Irene Fadden

Address

City

Reference contact information removed from this online version for security reasons. Please see CLC or contact the main church number for additional details

Preferred Phone

Alternate Phone

E-mail Address for PNC Communications (required):



Name Edie Chapman

Address

City

Reference contact information removed from this online version for security reasons. Please see CLC or contact the main church number for additional details

Preferred Phone

Alternate Phone

E-mail Address for PNC Communications (required): edith.56chap@gmail.com

### ENDORSEMENTS

Pastor Nominating Committee *Mene L. Gadden* Date 11-24-15

Pastor Nominating Committee *Edie Chapman* Date 11-24-15  
*Signature*

Clerk of Session *Janet Mouton* Date 11-24-15  
*Signature*

Presbytery *Pat Seab* Date 12/1/15  
*Com Chairperson*  
*Signature*