



**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 05512

Ministry Name: Western Presbyterian Church

Mailing Address 101 E. Main St

City: Palmyra State NY Zip Code 14522

Telephone Number 315-597-9171 Fax Number _____

Email: office@wpreschurch.org

Web site: 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 42



Church School Attendance 8-10

Church School Curriculum Growing in Grace and Gratitude from PCUSA

☐ 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 Geneva Synod: Northeast

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

_____ Town

_____ Urban

X _____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Janet Manktelow

Address 3570 Maple Ave.

City Walworth State NY Zip Code 14568

Preferred Phone 315-830-4357 Alternate Phone 315-597-4314

E-mail bucknam13@yahoo.com FAX _____



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (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)
<u>Up to 2 years</u>	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) Interim Pastor

***Employment Status**

X Full Time _____ Part Time _____ Open to Either
 _____ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? X No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes X No _____

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	<u>X</u>	Interim Executive Presbyter Training	_____
Certified Christian Educator	_____	Certified Business Administrator	_____
Certified Conflict Mediator	_____	Clinical Pastoral Education Training	_____
Other	_____		

Language Requirements

<u>X</u> 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 X Yes _____ No

Mission Statement

What is your congregation's or organization's Mission Statement? **On other attachment**



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.) **On other attachment**

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

www.wpreschurch.org

[western presbyterian church - Search Results | Facebook](#)



*LEADERSHIP COMPETENCIES

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

THEOLOGICAL/SPIRITUAL INTERPRETER			
	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			
X	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.
	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.)
X	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.	X	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.		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.		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 \$75,574

Maximum **Effective** Salary \$80,574

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: Robin Lostetter

Address _____

Phone Numbers: 732-644-8631

Relation: previous interim pastor

E-mail: rlostetter@gmail.com

Name: Lisa Premyslovsky

Address 164 Canandaigua St., Palmyra, NY 14522

Phone Numbers 315-879-1813

Relation: VBS associate

E-mail: londra33@gmail.com



Name : Robert Ike _____

Address: Pal-Mac School Superintendent, Palmyra NY _____

Phone Numbers _____

Relationship: interned with last pastor _____

E-mail: bobandjoyike@gmail.com _____

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

Search Committee: Courtney Marr _____ Date 8-1-21 _____

Signature

Clerk of Session: Janet Manktelow _____ Date 8-1-21 _____

Presbytery _____ Date 8 _____

Signature

WPC MIF Attachment

Mission Statement-

Western Presbyterian Church 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:

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 such as Rotary, Lions Club, 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 49 years. CTNS just had a successful school year and summer program. Our doors have been open to the community for National Day of Prayer, inviting people to come in for prayer and dedication. WPC is a caring congregation that actively supports community and congregation in times of joy and concern. The community has come to know WPC as a leader in ecumenical endeavor such as Vacation Bible School. 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 and the increase of the Free and Reduced Lunch percentage at the Palmyra-Macedon School District (currently 40.6% of students qualify), we started researching our area for the needs within our community. The Mission and Social Concerns Ministry Team saw one need and then from there more things came up. We have collaborated with others to help accomplish the following:

- Serving over 300 lunches at the Palmyra Library's Summer Free Lunch Program
- Operating a free snack program 2 days per week during the school year at the Palmyra Community Library
- Supporting the Weekend Wellness Backpack Program at the Palmyra Macedon Central School District, we packed and delivered 2651 bags for the 2020 - 2021 school year
- Overseeing the Good Neighbor Fund, in co-operation with other churches, to provide emergency funding for families in need and direct 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 on Communion Sundays
- Spearheading a Community Garden which provides produce to the Food Pantry
- Supporting an ecumenical clothing and houseware cupboard at Grace House
- Fundraising for Living Waters for the World which will install a clean water plant in the Yucatan Peninsula
- Family Promise of Wayne County to help support homeless families

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

Members of our congregation are given the opportunity to participate in many ways; mission, worship, and continuing spiritual growth. No matter their age, everyone is invited to help in ministry through such things as mission projects, prayer, worship leadership, educational opportunities to study the Bible or how we can make a difference in the world. WPC cares for those shut in, the poor, the sick, the hungry, and the men and women serving in the Armed Forces. We reach out to other community members and other churches to participate in common goals.

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

WPC is looking for an interim pastor who is guided by the Holy Spirit and is friendly, welcoming, energetic, and spiritually grounded. The interim will help the congregation to grow in its faith, family, and fellowship even as it focuses on building God's kingdom through mission and outreach. Our interim pastor will be a strong leader who will guide and motivate our active congregation. The ideal interim will facilitate our continued vision into a faith driven mission centered church. Our interim's role will require technical skills for worship and social media.

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 which includes weekly slides used for visuals for Facebook Live.

- 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.
- Officiate at funerals and weddings with approval of the Session.
- Support the work of the ministry teams of the Church by attending (in person or via Zoom) meetings.
- Moderate all Session meetings.
- Coordinate the duties of the office assistant and all other staff.
- Write an article for the cover page for the Spire (WPC newsletter) each month.
- Take an active role in the social media presence of our church.
- Submit to Session a monthly pastor's report.
- Visit shut ins, families in mourning or dealing with illness.