



**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 59743

Ministry Name John Knox Presbytery

Mailing Address 1850 Bohmann Drive, Suite 1

City Richland Center State WI Zip Code 53581

Telephone Number 608-647-8828 Fax Number 608-647-3886

Email jkp@johnknox.org

Web site jknox.org

Congregation or Organization Size (Select one)

- Under 100 members (exactly 100)
- 101 - 250 members
- 251 - 400 members
- 401 - 650 members
- 651 - 1000 members
- 1001 - 1500 members
- More than 1500 members
- N/A

Average Worship Attendance 34



Church School Attendance _____ Church School 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
- _____ Asian
- _____ Black or African American (African Native, Caribbean)
- _____ Hispanic Latino/Latina, Spanish
- _____ Middle Eastern
- _____ Native Hawaiian or Other Pacific Islander
- 100 % White
- Other _____

Presbytery John Knox _____

Synod _____

Lakes and Prairies

Community Type (select one)

- | | | |
|------------------|------------------|-------------------------|
| _____ College | Rural | <u>X</u> _____ Suburban |
| _____ Small City | Town | _____ Urban |
| _____ Village | _____ Recreation | _____ Retirement |
| _____ N/A | | |

Clerk of Session Contact Information:

Name Vicki L. Kraus _____

Address 3682 County Rd N _____

City Cottage Grove _____ State WI _____ Zip Code 53527 _____

Preferred Phone 608-839-1534 _____ Alternate Phone 319-430-4453 _____

E-mail vlkraus@msn.com _____ FAX None _____



***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)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
X	Pastor (Other Temporary i.e., <u>Supply</u> , 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) _____ *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 | <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
Chinese | <input type="checkbox"/> Mandarin |
| <input type="checkbox"/> Twi | <input type="checkbox"/> Sign Language | <input type="checkbox"/> Other | |

Statement of Faith Required **Yes** **No**

Mission Statement

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

Bryn Mawr's mission is to feed our community's hunger and needs—both spiritual and physical—through the spirit of Jesus Christ.

(Characters with spaces 127)



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.

The Bryn Mawr Presbyterian Church in Cottage Grove, WI, serves as a spiritual home to a family-oriented community of believers in Jesus Christ. The Church through its members strives to provide an environment that is both conducive to personal and family spiritual growth and one that promotes a warm and caring Christian Fellowship.

We live out this vision by:

- offering participatory worship services that express the joy of Christian life and our commitment to service to others
- promoting and organizing individual and group participation in hands-on service outreach
- directing benevolences to the most effective service organizations or programs
- developing, monitoring and sustaining the church's budget through diligent stewardship of church finances
- sponsoring hospitality opportunities in the church where congregation and visitors get to know each other in an informal setting
- welcoming guests who visit the church for all events and following up with personal contacts
- shepherding new members and helping them integrate into the church community

- maintaining facilities and grounds in an efficient manner

(Characters with spaces 1130)



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

- Sunday Worship Services with an enthusiastic music program and children's Sunday School
- Cottage Grove Food Pantry – open 2 times per month; holiday basket distribution
- Support of Luke House, contributing food and serving meals to homeless residents
- Support of Pres House (UW Madison campus ministry) by serving meals twice per year
- Deacon's home visits as needed plus congregation-wide get-togethers – six times per year
- Congregational social occasions
- Annual Thanksgiving Eve ecumenical services with the local Catholic and Lutheran Churches
- Provide space for and coordination of Community Garden on church grounds
- Deacons' Prayer list and shawls ministry
- Confirmation Classes as needed
- Maintain website
- Potential: Young adult program, health and wellness program, community music opportunities, further development of grounds for community use

(Characters with spaces (861))

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

Growth: We take seriously Christ's "great commission", but as an established church in a small but rapidly growing community, we are relatively static in numbers. Some of the new individuals and families who have joined us have become strong members, taking active roles within the church, but we seek to discover ways to attract and meet the needs of more of them. It is important to make changes necessary to attract younger families to preserve the longevity of our church. We search for ways to more actively interest and involve our young people in their faith and their church.

Discipleship: We do not want to be "a lukewarm church". We have a strong core of members/friends who are very active in our church's mission, support and governance. Others, however, contribute little of their time, talents or treasure. We therefore want to revitalize our membership and/or redevelop our programs to help more of our people discover the joys of being about Christ's



work.

Pastoral Care: Among our numbers are many elderly members, single parents and their children, some who have lost a spouse, and some who have lost their livelihoods or homes. We do much to minister to these in need and seek in a Pastor a Christ-like compassion to work with and lead us in these endeavors.

(Characters with spaces 1288)

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

It is important to be a person of integrity. Someone who is trustworthy, authentic, and inspirational while also showing personal and spiritual grounding and demonstrating a clear and solid theology.

This person should possess exemplary communication and listening skills. The person should have familiarity with various technology mediums (website, social media, etc.) to complement their communication skills.

The person should have proven leadership and motivational abilities. This person should be able to lead by example as well as being able to effectively delegate responsibilities.

The person serving is someone who has natural skills at interpersonal engagement and negotiation when blending valued and honored traditions with new directions and opportunities.

This person will also need to be resilient and energetic, and be able to relay these characteristics to the congregation.

The person should possess the skills to develop new programs and enhancing existing ones for children, youth, young adults, families, and aging members to help us all grow closer to Christ.

It is important for this person to be compassionate, having the ability to suffer with others while caring for them, and walking with them, through life's tragedies and losses.

(Characters with spaces 1258)

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

The pastor we are seeking will have the skills and self-assurance to preach, teach, inspire and lead. He/she will be a good listener and communicator who is able, with care, humor and compassion, to assist the congregation as we wrestle with a variety of concerns. He/she will work in conjunction



with the Session to provide oversight and management of the overall organizational flow of all church related activities.

Responsibilities of the Pastor include but are not limited to:

- Write and present the weekly sermon, including the children’s sermon
- Collaborate with the Worship Committee with respect to entire weekly church service (i.e. hymns, scriptures, prayers).
- Visit hospitals and nursing homes, as well as residences, when needed. Provide pastoral care and counseling as needed or requested by members.
- Conduct short, informal classes for new members in conjunction with the Membership Committee
- Officiate at weddings, funerals and baptisms as needed
- Moderate monthly Session meetings
- Organize and develop confirmation classes as needed

(Characters with spaces 1055)

***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>	<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>	<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>
X	<p>Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</p>	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>	



ORGANIZATIONAL LEADERSHIP		
	<p>Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</p>	<p>Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation's/ organization's vision and mission.</p>
	<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>	<p>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.</p>
	<p>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.</p>	<p>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.</p>
	<p>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.</p>	<p style="text-align: center;">X</p> <p>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.</p>
	<p>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.</p>	<p>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.</p>
X	<p>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.</p>	<p style="text-align: center;">X</p> <p>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.</p>



	<p>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.</p>	<p>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.</p>
X	<p>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.</p>	

INTERPERSONAL ENGAGEMENT		
X	<p>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.</p>	<p>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.</p>
X	<p>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.</p>	<p>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</p>
	<p>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.</p>	<p>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.</p>



<p>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.</p>	
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***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 \$28,000 for 18 hours/week Maximum **Effective** Salary _____
 With both salary and hours to be evaluated in 6 months.

Housing Type _____ Manse
 X 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?

 X 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 Reverend Chaz Ruark
Address 1850 Bohmann Drive, Suite 1 P.O. Box 350, Richland Center, WI 53581
Phone Numbers 608-647-8828 (office) 651-271-7916 (cell)
Relation Executive Presbyter
E-mail cruark@jknkox.org

Name Reverend Sue Ellis Melrose
Address 1624 North Golf Glen, Unit A, Madison, WI 53704
Phone Numbers 248-345-4035
Relation Liaison to Committee on Ministry
E-mail melrose.sue@gmail.com

Name Reverend Clara Thompson
Address 2868 Lakeside Street, Madison, WI 53711
Phone Numbers 608-221-4058 (home) 608-628-2518 (cell)
Relation Committee on Ministry; Mentor to previous pastor
E-mail claradthompson@gmail.com

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

Name Herb Evert
Address 3492 Earlwyn Rd
City Cottage Grove State WI Zip Code 53527
Preferred Phone 606-764-8173



Alternate Phone _____

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

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature

