



**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 _____

Ministry Name Westminster Presbyterian Church _____

Mailing Address 2155 University Avenue _____

City _____ Dubuque _____ State Ia _____ Zip Code 52001 _____

Telephone Number 563-583-1729 _____ Fax Number _____

Email churchoffice@wpcdbq.org _____

Web site www.wpcdbq.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 _____ 162 _____



Church School Attendance 23

Church School Curriculum Dig In by Group

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

 5 Asian

 Black or African American (African Native, Caribbean)

 Hispanic Latino/Latina, Spanish

 Middle Eastern

 Native Hawaiian or Other Pacific Islander

 95 White

Other

Presbytery John Knox Synod Lakes and Prairies

Community Type (select one)

 College

 Rural

 Suburban

Small City

 Town

 Urban

 Village

 Recreation

 Retirement

 N/A

Clerk of Session Contact Information:

Name Tom Stovall

Address 3345 Tibey Court

City Dubuque State Ia Zip Code 52002

Preferred Phone 563-581-7220 Alternate Phone

E-mail tomstov@aol.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>
5-10	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		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**

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

Language Requirements

___X___ 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?

We are a community exploring and nurturing Christian faith and inviting all to experience the love of God. “Inviting All, Exploring Faith, Experiencing God”



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.

We are working to live out our current mission statement: "We are a community exploring and nurturing Christian faith and inviting all to experience the love of God. Inviting All, Exploring Faith, Experiencing God."

Following are some highlights from the longer mission and vision document (website link provided), which specifically speaks to the vision for ministry.

God has called us to make disciples of Jesus Christ. Through the Holy Spirit, God empowers our congregation to become a community of disciples who encourage each other's faith and fulfill God's mission by caring for neighbors and all creation.

We believe there is a hunger in our community for a worship experience that is different than our current traditional service. We will design and add an additional service, which builds on our current hybrid service. We believe we are in a unique position to offer that kind of worship experience with intelligent, accessible preaching and Presbyterian theology- elements that may be missing in other services. We will also maintain traditional worship for those who find this the best way to nurture their faith.

We believe that our welcoming congregation, community engagement, and openness to those looking for a church home make us unique. Our commitment to community and the strengthening of our hospitality team have positioned our church for growth. We are seeking a pastor who shares passion for this vision on mission.

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

We continue to focus on being a welcoming community of faith, with open arms for all those who come to us. We have members who lead our children's programs including nursery staff and youth programs. We encourage and celebrate their involvement in all the church activities from music to ushering and presenting worship experiences. The care team and deacons actively support our adult faith community.



Our facilities are a hub of activity throughout the week. We house a Head Start program, Cub Scouts, Boy Scouts and Girl Scouts. We also support a Chinese ministry, a community garden supporting local food pantries and a digital ministry which live-streams our sermons.

Our music programs include: traditional choral and organ, children's choir, adult and children's hand bells, praise band, and a wind ensemble.

We also have a unique relationship with University of Dubuque Theological Seminary. This provides an opportunity to minister to students pursuing a deeper journey of faith and fosters cultural diversity within the congregation, with international seminary students and families engaging with Westminster.

We are engaged with other local faith traditions to meet community needs/opportunities. We are a founding member of the Dubuque Area Congregations United (DACU). This is an inter-faith community organization that spans many faith traditions but is united by belief in God. The focus of this group is social justice and care for the poor of our community.

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

The selected candidate will lead this vision, collaborating with the well-established teams. This will include a continued focus on missional community developments and expand on the existing non-traditional worship experiences. The new pastor will continue to provide a strong link between our growing contingent of young families and long-time members.

The new pastor will work with the congregation, foundation leadership and the session to ensure a strong plan continues to be in place for the long-term growth of the church missions.

Our new pastor will help us grow our missions by preaching the Word and bringing the Bible alive through stories and other ways to enhance our understanding for today's world. They will also provide teaching from scripture in ways that deepen our understanding of the Bible with historical and cultural context.

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

Our pastor will need to be energetic and mature to lead a growing younger congregation and care for its aging members. The ideal candidate will be focused on teaching, ready to help the congregation understand and apply scripture to their daily lives.



Our pastor will meet our members and congregants wherever they are in their faith journey. They will be prepared to engage in challenging explorations of faith with a very diverse congregation. We are not afraid to engage in difficult topics of faith in the context of contemporary culture.

They will need excellent interpersonal skills with the ability to recognize and develop the many diverse gifts and talents within our congregation. They should also be comfortable engaging the community outside the congregation in dynamic and meaningful ways.

They must be comfortable challenging us and leading the way as we refine our vision for growth into a cohesive plan, moving us forward to fulfill our role in Christ's mission for the church.

They will strive to have a personal relationship with each member of our faith community.

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

Provide worship leadership, dynamic preaching and preside over Sacraments weddings, funerals and other special services, including monthly worship at Bethany Home, the local care center.

Working with the care team and deacons, provide leadership in pastoral care to the congregation and the community.

Provide leadership for the spiritual formation of church members by teaching in a variety of settings including adult church school.

Provide ongoing leadership for implementation of Westminster's Mission/Vision Statement 2020, with measurable progress toward goals.

Provide leadership and direction to aid in development of the alternative worship service, building on the current twice monthly praise band led services.

Provide compelling leadership for the Session; moderate meetings; help the Session to discern, define and address strategic priorities of the church.

Serve as a teacher and coach to lay leaders, committees, teams and task forces

Serve as Head of Staff

Serve as an active ambassador in the community representing Westminster.

Give effective guidance to internal and external communications planning and marketing.

Bring ideas and active involvement to the stewardship team and to the overall finances of the church. Serve as an advisor to the Westminster Foundation.



Continually assess all aspects of church life for the purpose of long-term improvement.

Serve the wider church through the Presbytery and other governing councils.

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)

See our website: <http://wpcdbq.org/2020-mission-and-vision-statement/>

See our facebook page: @wpc.dubuque



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
	<p>Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>
X	<p>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>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>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	
	<p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</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>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</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>
	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
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.	X	Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		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.
X	Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
X	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.
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.
X	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 \$ _____ 55,000 Maximum *Effective* Salary _____ 75,000

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?

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 Mark Achtemeier _____
Address - 4917 Twilight Drive, Dubuque, Ia 52002 _____
Phone Numbers - 563-556-9043 cell: 563-580-6488 _____
Relation - Prior Interim Pastor _____
E-mail - mark.achtemeier@gmail.com _____

Name Marsha Wilfong _____
Address - 2045 Clarke Drive, Dubuque, Ia 52001 _____
Phone Numbers - 563-583-6571 _____
Relation - Guest Pastor, attends and assists with congregation _____
E-mail - mwilfong62hr@hotmail.com _____



Name Nancy Bickel _____
Address 3223 Lake Ridge Drive, Unit E, Dubuque, Ia 52003 _____
Phone Numbers - 563-557-7618 _____
Relation - Guest Pastor _____
E-mail - golfingbickels@mchsi.com _____

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

Name _____ Norma Smith _____
Address _____ 1959 Spyglass Drive _____
City _____ Asbury _____ State _____ Ia _____ Zip Code _____ 52002 _____
Preferred Phone _____ 563-590-1172 _____
Alternate Phone _____

E-mail Address for PNC Communications (required): PNC@wpcdbq.org _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature