



**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 _____ **First Presbyterian Church of Baraboo, Inc.**
Mailing Address _____ **416 Ash Street**
City **Baraboo** _____ State **Wisconsin** _____ Zip Code **53913**
Telephone Number _____ **608-356-5945** Fax Number _____ **No**
Email _____ **office@presbybaraboo.com**
Web site _____ **www.presbybaraboo.com**

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 60

Church School Attendance 4

Church School Curriculum Growing in God's Love

Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation (in whole %):

Enter the percentage of each racial ethnic component of your congregation.

____ American Indian or Alaska Native

1 Asian

____ Black or African American (African Native, Caribbean)

____ Hispanic Latino/Latina, Spanish

____ Middle Eastern

____ Native Hawaiian or Other Pacific Islander

99 White

Other _____

Presbytery John Knox Synod Lakes and Prairies

Community Type (select one)

____ College

____ Rural

____ Suburban

____ Small City

X Town

____ Urban

____ Village

____ Recreation

____ Retirement

____ N/A

Clerk of Session Contact Information:

Name Debbie Nieuwenhuis

Address S2756A County T

City Baraboo State WI Zip Code 53913

Preferred Phone 608-963-4365 Alternate Phone _____

E-mail debnie@watersci.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>
no experience	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**

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

Is this a yoked congregation? No _____ Yes

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

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

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

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

Language Requirements

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

Statement of Faith Required _____ Yes No

Mission Statement

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

Through God's grace we are a nurturing family of faith, serving Jesus Christ with diverse gifts, responding in gratitude, guided by the Holy Spirit, demonstrating and reflecting Christ's love and light to our community and beyond!



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 First Presbyterian Church of Baraboo is seeking a solo, full-time pastor to serve our faith community. We will support and value this person as a collaborator with our members and a leader for our congregation. At First Presbyterian Church of Baraboo, we believe every person has value, should be appreciated, and fully encouraged to contribute their unique gifts to our faith community regardless of cultural backgrounds, social status, and gender/sexual identity. We also value and emphasize wellness for the church staff, which includes the pastor. We embrace a growing youth presence in our church, while also fostering spiritual growth among all generations.

Our vision is lived out through compassionate, collective action, and it is our belief that every member of the congregation has a role to play. We embrace and celebrate current traditions of the church while discovering innovative ways to worship and bring light to our community that will grow and shine beyond the walls of church structure. We seek a pastor who will deliver energetic and engaging sermons with a foundation in scripture that inspires us to be an even stronger community of faith, both individually and together. Our next pastor should embrace our music programs and collaborate with our music leaders on this essential component of our worship experience.

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

We seek to nurture and encourage the faith journey of our youth and help them value their church family to support and enrich their lives. We are a Mathew 25 church that supports strong, continuing endeavors to reach out into the community and shine light on ongoing mission work opportunities. We feel called to continue outreach opportunities throughout local and global communities with programs that address mental health, provide a cooling or warming center during weather related hardships, care for the earth, continue book studies on social issues and partner or collaborate with local food pantries and other organizations like St. Vincent DePaul that provide necessary assistance to those in need. We will also join forces with other communities of faith in our town for shared worship experiences.



We are a certified PC(USA) Earth Care Congregation that addresses the needs of our area and the global community affected by environmental challenges such as climate change. We continue to build relationships with organizations who serve underprivileged and marginalized communities such as the local homeless shelter; and Hope House – a local organization that serves as an advocate for women and children who are victims of domestic violence.

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

At First Presbyterian Church of Baraboo, we are ecumenical bridge builders that seek to unite the community in times of hardship. We are searching for a pastor who will assist in building the spiritual and practical capacity of leadership within the church membership. Our next pastor should be a passionate advocate for racial, gender and environmental justice in our community and beyond.

Our downtown location is central to our church identity, and we use this geographical location to serve the community during downtown events by providing water for the thirsty, reserved parking spots for mobility challenged individuals, restrooms for those needing facilities, a warm spot in cold weather, a cooling station in hot weather, or work with others organizations to provide shelter during extreme weather events.

Our new pastor should be someone who will make in-person visitations to sick, shut-ins and our elderly members a priority and will help promote youth involvement in the church and the larger Baraboo community. We are community minded church family who will participate in mission opportunities to address community needs and those of organizations within our community like providing access to feminine hygiene products, promoting mental health resources, continuing our prayer shawl ministry, working with the food pantry on their needs, raising money through Crop Walk, and lending a hand with Habitat for Humanity projects.

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

In no particular order, our new pastor should:

- Be a team builder and collaborator.
- Balance the needs of the church and the personal needs of the pastor.
- Engage and motivate the congregation through sermons and other service messages built upon the teachings of Christ.



- Be approachable.
- Be prayerful.
- Provide a non-judgmental, safe harbor for the vulnerable in dark times.
- Be Insightful.
- Serve as mediator.
- Be spiritually grounded with a strong theological base.
- Be creative and foster creative thinking.
- Be compassionate.
- Feel community centered.
- Be empathetic and accepting.
- Be organized
- Be a strong communicator.
- Promote and encourage communication between ministries in the church.
- Be a good listener.
- Be respectful.
- Exhibit understanding when life events conflict with church programs.

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

The new pastor will:

- Schedule time to meet with congregants in need, providing care and counsel as needed during the week.
- Moderate session meetings once a month or as needed.
- Lead worship.
- Be encouraged to attend monthly ministry meetings, communicate with the chair of the ministry.
- Assist in maintaining, inspiring, and growing a youth and education program.
- Develop and delegate responsibilities among various church ministries.
- Have a basic understanding of the budgeting process.



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)

Aldo Leopold Foundation	aldoleopold.org
Boys & Girls Clubs	bgcwcw.org
Chamber of Commerce	baraboo.com
Circus World	circusworld.wisconsinhistory.org
Downtown Baraboo, Inc.	downtownbaraboo.com
Historical Society	saukcountyhistory.org
International Crane Foundation	savingcranes.org
Public Library	csmpl.org
School District	baraboo.k12.wi.us
Senior Citizen Org.	booseniors.org
St. Clare Hospital	www.ssmhealth.com
UW-Platteville Baraboo	uwplatt.edu/baraboo
WI State Parks	dnr.wisconsin.gov/topic/Parks



*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>
<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	
<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>
<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>⊕ 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>
<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>⊕ 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>
<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</p>	



strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT		
●	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
●	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: \$52,785 Maximum *Effective* Salary: \$52,785

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 _____ Terry McGinley
Address _____ 917 Stewart Court, Mauston, WI, 53948
Phone Numbers _____ 608-847-5433
Relation _____ Pulpit Supply Pastor
E-mail _____ renalboy@frontier.com

Name _____ Sue Melrose
Address _____ 1625 North Golf Glen Unit A, Madison, WI 53704
Phone Numbers _____ 608-352-4066
Relation _____ Pulpit Supply Pastor
E-mail _____ melrose.sue@gmail.com



Name _____ Chaz Ruark
Address _____ 12513 Whispering Hollow3 Drive, Oklahoma City, OK
Phone Numbers _____ 651-271-7916
Relation _____ Previous Executive Presbyter
E-mail _____

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

Name: Luke Kramer
Address: 1540 19th Street
City: Baraboo State: Wisconsin Zip Code: 53913
Preferred Phone (920)362-8053
Alternate Phone (608)963-4444
E-mail Address for PNC Communications (required): krameriucas7@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/ Search Committee _____ Date 4-10-23
Luke Kramer
Signature

Clerk of Session _____ Date 4-9-2023
Debra Newenbus
Signature

Presbytery _____ Date _____
Signature