



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
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LOUISVILLE, KY 40202-1396
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www.pcusa.org/clc**

MINISTRY INFORMATION FORM (**Final Version, June 9, 2018**)

Ministry ID: 09922

Ministry Name: Highland Presbyterian Church

Mailing Address 1011 Cherokee Road

City: Louisville; State: Kentucky; Zip Code: 40204

Telephone Number: (502) 451-2910 Fax Number: (502) 473-7455

Email: office@hpc-louisville.org

Web site: www.hpclouisville.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 250



***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)**

Years of Experience	Position Type	Years of Experience	Position Type
	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)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
1 st ordained call	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): Associate Pastor for Mission and Membership

*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

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?

Highland Presbyterian Church is a community of believers inspired by the love of Jesus Christ and biblical teachings. We believe we are called to guide our children, support our neighbors, comfort the troubled, soothe the suffering and bless the dying.

We give, we receive, we serve, we teach, we question, we learn, we sing, we laugh, we pray.

We strive to use our time and talents to serve God, one another, and the world, sharing hope from the heart of the Highlands.

Revised 3/2016



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.**

“Sharing Hope from the Heart of the Highlands” is our motto. Members of Highland Presbyterian Church are ordinary people answering God’s call in all facets of our lives. We are a community of Christ’s disciples, aware that we are profoundly blessed and that we are called by God to make a difference for good in the world. In response to God’s blessings of grace and love, we gather for worship, education, music, prayer and fellowship, and we strive to be Christ’s disciples in our everyday lives through member care, community service, world mission and social justice. We welcome people of all ages and all walks of life. We celebrate the diverse generations, backgrounds, ideas, thoughts and gifts of the people in our fully inclusive congregation. We believe Christ calls today’s church to be a vital and transforming force in the lives of individuals and in the life of the community. Therefore, we are open to the Spirit’s leading in our ministry and mission for today and the future. Well-educated and progressive, our congregation represents a diversity of opinions and outlooks. We are able to productively discuss important issues in an atmosphere of respect; we can grow and move in different directions. We value insightful, engaging preaching, and have enjoyed strong leadership in this area.

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

The Highland congregation believes strongly that giving to and serving in the community are important ways to live out our faith and fulfill the teachings of Christ. We believe in practicing the hospitality embodied by Jesus. Families with young children are attracted by our Nursery and Weekday School. Several dozen youth are active in school year and summer mission programs. Kentucky Refugee Ministries, a large refugee resettlement agency, has been housed on our campus for years. Many church members are volunteers. Highland is an active partner in EmpowerWest, a partnership of black and white congregations addressing racial justice and reconciliation in Louisville. Our congregation is involved in promoting, funding, and participating in community outreach programs supporting public education, food banks, and Habitat for Humanity, among others. Our international outreach centers on a covenant relationship with a village in Nicaragua. Benevolence funds (10% of budget) support our mission commitment. Individual members provide financial and hands-on support to many service organizations in Louisville.

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

We believe that one role of the church is to create places for believers to live out their faith in the company of others, not only in worship but in service, educational and social groups. To this end, we have well-established classes and programs which allow room for supportive relationships to develop.

As a member of the pastoral team, the Associate Pastor for Mission and Membership is the leader of four of Highland's primary programs. Church in the World develops mission, outreach and service for the congregation in the community and beyond. Fellowship provides orientation and engagement for new members, as well as organizes fellowship activities and small groups that build and deepen relationships among members of the congregation. Adult Education develops classes, lecture series and other educational events for members and visitors. The Board of Deacons provides a ministry of care and compassion to congregational members and friends.

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

We are looking for a person who wants to join us in "Sharing Hope from the Heart of the Highlands." The person must possess the enthusiasm, motivation and spirit to develop the congregation's participation and spiritual growth through these primary programs. The person needs to be organized, collaborative, and visionary, while simultaneously providing spiritual care and compassion to members, visitors and members of the public.

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

1. Support Church in the World in their work to develop opportunities for members and friends of the congregation to engage in mission, outreach and service in the community and beyond.
2. Identify and call on church visitors and encourage church membership, working with Fellowship to develop a program of orientation and engagement for new members. Support Fellowship in their work to plan and implement fellowship and small groups that build and deepen relationships in the congregation.
3. Support the programming of Adult Education in developing classes, lecture series and other educational events for members.
4. Support the Board of Deacons in their ministry of care and compassion to congregation members and friends and share in pastoral visitation.
5. Serve as part of the pastoral staff leading in worship, including preaching occasionally; providing pastoral care and sharing in visitation; presiding at weddings and funerals as requested. Work with pastoral team and staff to ensure a collaborative approach to ministry.

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): hpcloouisville.org
hpcweekdayschool.org kyrm.org Empowerwest.com



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
X	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.
	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
	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.)
	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.	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.	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.		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 \$42,000.00 Maximum *Effective* Salary \$48,000.00

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: Rev. Jerry L. Van Marter

Address: 2220 Woodbourne Avenue, Louisville, Kentucky 40205

Phone Number: (502) 565-6757

Relation: Stated Clerk Presbytery of Mid-Kentucky, COM liaison

E-mail: jerry@midkentuckypresbytery.org

Name: Rev. Ann Deibert

Address: Central Presbyterian Church, 318 W. Kentucky Street, Louisville, Kentucky 40203

Phone Number: (502) 587-6935 (x12)

Relation: Co-Pastor Central Presbyterian Church

E-mail: anndeibert@gmail.com



Name: Rev. David Gambrell

Address: Presbyterian Church (U.S.A), 100 Witherspoon St., Louisville, Kentucky 40202

Phone Number: (502) 569-5311

Relation: Worships at Highland with family, choir member, teacher

E-mail: david.gambrell@pcsua.org

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

Name: Craig P. Siegenthaler

Address: 220 West Main Street, Suite 1700

City: Louisville State: Kentucky Zip Code: 40202

Preferred Phone (502) 561-3970

Alternate Phone (502) 553 6396

E-mail Address for PNC Communications (required): highlandpresapnc2018@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature