



**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 Woodbury Heights
Mailing Address 335 Elm Avenue
City Woodbury Heights State NJ Zip Code 08097
Telephone Number 856-845-0139 Fax Number _____
Email pnc.firstpresbywh@gmail.com
Web site <https://woodburyhtspres.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 Pre-COVID 80 - 100
Current 35 - 50



Church School Attendance 14

Church School Curriculum David C. Cook, Bible in Life

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.

- 0 American Indian or Alaska Native
- 0 Asian
- 1 Black or African American (African Native, Caribbean)
- 0 Hispanic Latino/Latina, Spanish
- 0 Middle Eastern
- 0 Native Hawaiian or Other Pacific Islander
- 99 White
- Other _____

Presbytery Presbytery for Southern New Jersey Synod Synod of the Northeast

Community Type (select one)

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> College | <input type="checkbox"/> Rural | <input checked="" type="checkbox"/> Suburban |
| <input type="checkbox"/> Small City | <input type="checkbox"/> Town | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Village | <input type="checkbox"/> Recreation | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> N/A | | |

Clerk of Session Contact Information:

Name Samantha Eachus

Address 382 Jefferson Road

City Sewell State NJ Zip Code 08080

Preferred Phone 609-381-9785 Alternate Phone _____

E-mail heightspres@comcast.net 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>
2-5	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) Pastor, First Presbyterian Church of Woodbury Heights

***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	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other	<input type="text"/>		

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	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	<input type="text"/> Other	

Statement of Faith Required Yes No

Mission Statement

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

Bringing people together to glorify God through the teachings of Jesus Christ.



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

OPTIONAL LINKS

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

<https://woodburyhtspres.org>

<https://www.facebook.com/presbywoodburyhts/>

<https://www.instagram.com/firstpresbywh>

<https://bwhnj.com>

<https://gwcm.org>

MIF Question 1

What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out.

Our church has always looked into the future with excitement, inspired by possibility. In September 2021, a churchwide retreat was conducted so the congregation could give input toward a collective vision for our future and a vision statement was drafted as follows: "We will become a congregation that is well connected to our community, bringing the message of God's love to those around us. Our members will embrace a can-do "attitude of YES," and people of all age groups, especially the youth and young families, will actively participate in the life and activities of the church. The warm and caring relationships within our church family will be intentionally nurtured and that love will be extended outside our walls as our relationships with the community grow." We live out this vision focusing on the following strengths: Worship, Fellowship, Helping Others Through Mission, Christian Education and Music Ministry. We utilize our greatest strength, our members who are passionately dedicated to supporting Christian service and members with experience who lead by example. We revitalize our church groups and activities to engage with our community and provide fellowship for all and help foster and grow a deeper relationship with God. We invite the community to our services via our outdoor bulletin board and social media. We believe our community activities such as Chicken BBQ, Trunk or treat, Red Cross Blood Drive and others show our love and care outside of our walls.

MIF Question 2

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

We are and have been a church that will show up and show out. We promote Christian goodwill beyond our doors by engaging in community wide difficult conversations and social topics. When our community is in pain, we have strived to be a source of comfort and have been on the front lines showing we are Christians by our love. Most notably, we reach out through vibrant and engaging worship services. Music ministry is at the heart of our faith and enhances our worship program. One need facing our community is a lack of space where young people can be excited to grow their faith while feeling nurtured and supported. We strive to engage the youth with Christian Ed. programs that will help cultivate their relationship with God. Mission & outreach is important to us. This is an area where we have an appetite for growth and are seeking an enthusiastic leader to help us expand outside our current reach. Food & housing insecurity continue to be issues facing our community. We try to address this by supporting

Cathedral Soup Kitchen, Family Promise & Seeds of Hope Ministry. We also serve as Trustees of the Greater Woodbury Cooperative Ministry, an emergency food relief mission. We reach out through prayer; our prayer quilt ministry connects us to people worldwide, is a visible symbol of our Church's active prayer life, and represents the hope and love of our church family. These things help us feel more connected to each other, God, and the work He would like us to do in Jesus' name.

MIF Question 3

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

As the pandemic has shaped a new version of our world, our congregation has begun to shape a new version of our church and its visions and goals. We are seeking an enthusiastic leader who will guide us to expand our servitude, outward focus and caring relationships. We know our identity as a church and are self-assured, that is not where we need guidance. We are thirsting for someone to lead us, stand with us, work with us, and imagine the possibilities with us in all of our church visions and goals. Positive enthusiasm is contagious and can energize those who serve the church. We need a pastor who will share our vision and can excite, challenge, and inspire our congregation to deepen and live out our faith. Our connection to faith and God is important to us and we would expect nothing less from our Pastor. We have brought ourselves into the 21st century with online worship services, active social media accounts which has improved our ability to communicate more effectively with our congregation and our community. Currently, we are seeking a leader, who will foster collaboration, see the talents of us all, guide our younger members of the congregation into leadership positions, provide guidance and structure to our goals, and help us to put our faith into action.

MIF Question 4

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

While we are looking for a pastor who will honor our traditions, we are searching for a person that also has new and fresh ways of supporting our vision. This person must be someone who puts God first in their life. We are hoping to find a leader that will touch our fundamental need for receiving the word of God in a way that will make us think and make us want to spread the good news of the gospel outside the doors of our church. Our connection to Faith & God is important to us, and we would expect nothing less than that in the new minister.

We have motivated members of all ages looking to recommit themselves to our church and our faith, and we seek a pastor who can harness that motivation and guide us towards our vision. As we indicate in our top ten competencies list, we are seeking an individual that has a broad base of strengths that will be an impetus for helping to move us forward as well as making us a more cohesive congregation. We would like our new pastor to guide and lead us in some of the following areas: preaching and worship leadership; organizational agility; spiritual maturity; interpersonal engagement; collaboration and overall motivation; compassion; and a forward-looking strategy. Spiritual leadership is something we have been missing, and we are thirsting for someone to stand with us, work with us and imagine all possibilities with us!

MIF Question 5

For what specific tasks, assignments and program areas will this person have responsibility?

We have identified the following tasks and assignments for which our pastor will be responsible and look forward to working with them in handling these responsibilities.

Worship

Plan & lead worship services, delivering thoughtful, relevant, & relatable spiritual guidance in sermons & prayer

Coordinate with music directors & lay personnel

Serve Communion as scheduled

Train Officers to serve Communion to sick & homebound members

Officiate baptisms, weddings & funerals

Pastoral Care

Assist with visitation to sick & homebound members

Console the bereaved

Provide counseling to those in need

Schedule open office hours

Administration

Serve as head of staff: secretary, organist, choir director & bell choir director

Serve as Moderator of Session

Attend Deacons meetings as required

Christian Education

Work with Christian Education Committee to develop curriculum and programs to nurture and build faith

Coordinate Adult Bible Study

Teach the Communicants class

Community Outreach/Evangelism/Fellowship

Promote and guide participation in our current mission outreach programs

Help us to find new mission projects, examine our current responses to mission and determine if we can respond better

Form partnerships with churches and organizations, e.g., The Local Ministerium

Attend church functions and groups as requested

Attend & lead participation in community organizations and events

Learn the history & traditions of our church while also finding ways to make their own mark



***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	
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>
	<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	
X	<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>
X	<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 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</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.
X	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
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 \$ 54,687 Maximum *Effective* Salary Negotiable

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 William 'Bill' Packer
Address 429 Poplar Avenue, Woodbury Heights, NJ 08097
Phone Numbers 856-381-3866
Relation Mayor of Woodbury Heights
E-mail wpacker@bwhnj.com

Name Rev. Dr. Patricia Epprecht
Address 2 Flagstone Drive, Shamong, NJ 08088
Phone Numbers 609-346-7691
Relation Past Moderator of Session and Pulpit Supply
E-mail peppre51@comcast.net



Name Rev. Dan Pure
Address 89 Cranford Road, Turnersville, NJ 08012
Phone Numbers 609-929-5738
Relation Former Interim Minister and Pulpit Supply
E-mail dptubes1@verizon.net

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

Name John Pitchford
Address 1316 Barnesdale Road
City West Deptford State NJ Zip Code 08096
Preferred Phone 856-981-2889
Alternate Phone N/A
E-mail Address for PNC Communications (required): pnc.firstpresbywh@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature