



**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: 05908

Ministry Name: First Presbyterian Church, Horseheads

Mailing Address: 2943 Westinghouse Road

City: Horseheads State: NY Zip Code: 14845

Telephone Number: 607-739-3854 Fax Number: 607-739-3855

Email: horseheadsfpcnc@gmail.com

Web site: horseheadsfirstpres.steepleconnect.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 67



Church School Attendance 15

Church School Curriculum: The Bible and various written and DVD resources

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

Ethnic Composition Of Congregation (*in whole %*):

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

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

Presbytery: Geneva Synod: Northeast

Community Type (select one)

- | | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> College | <input type="checkbox"/> Rural | <input type="checkbox"/> Suburban |
| <input type="checkbox"/> Small City | <input checked="" 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: Mary Yoder

Address: 2943 Westinghouse Road

City: Horseheads State: NY Zip Code: 14845

Preferred Phone: 607-738-8654 Alternate Phone _____

E-mail: hfpclerk@verizon.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>
First Ordained Call	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?

We seek to show Christ's love through our actions by:

- Ministering to our Community-helping those in need as Christ taught us
- Ministering to our Members-providing support and fellowship
- Ministering to our Souls-offering Christ-centered Worship and Education



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.

Our vision for ministry is to show Christ's love through our actions. We welcome each other and visitors with Christian love. We support one another emotionally and spiritually through meaningful and biblical worship, Bible Study groups, fellowship opportunities, and through our deacons who are paramount in supporting our shut-ins.

In living our vision to show Christ's love to the community, some of our projects include a monthly free community dinner, prayer shawl ministry, Operation Christmas Child, Church World Service kits, roadside clean up, Grace House Ministries, and local VA hospital. Monetarily we support many causes including Boarder Buddies, Meals on Wheels, the local food pantry, and the Food Bank of the Southern Tier.

Our vision is also lived out through our church building which is bustling with many diverse community groups including various Boy/Girl Scout groups, a church sponsored pre-school, a local community food pantry, a community youth orchestra, and physical wellness classes. In addition, the church is used as the emergency shelter for a neighboring senior living complex and is a vote polling location.

We seek to be a loving, caring, welcoming community of believers.



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

Micah 6:8 states we are to do justice, to love kindness, and to walk humbly with our God. We feel called to open our hearts and minds through the power of the Holy Spirit, to new people, concepts, approaches and opportunities to serve. We are living this out through the many projects to benefit our local community as well as distant neighbors as outlined in question #1. Through our recent Future Story exercise, we identified many additional potential opportunities to follow this call. Some examples of this are:

- Share skills and expertise of the congregation with the community
- Provide activities for the congregation and community
- Expand the food pantry to provide additional items
- Address transportation issues for both activities and services
- Welcome, encourage, and engage the local community to assist with these endeavors

Our pastor will help us discern the path(s) we should be taking and coach us on how to expand our ministry.

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

Our mission is that we seek to show Christ's love through our actions. The pastor will walk with us on the journey and guide us in discerning what God is calling us to do. The pastor will help us by coaching, encouraging and inspiring our congregation to utilize its gifts and talents to continue and expand on our outreach to the community. Recognizing the potential for conflict that can come with change, the pastor will help us navigate those waters. With the effective preaching, teaching, and strong spiritual leadership of the pastor, First Presbyterian Church will be able to spread the good news of God's love, Christ's teachings, and what our church has to offer individuals and the community.



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

Strong preacher and worship leader. Understands and communicates the historical settings of the biblical messages and applies them to our situation today. Committed to working with session and members to improve the level of engagement and participation.

Spiritually mature for guiding, teaching, leading others who themselves may range from young to old in faith. This spiritual maturity includes being open to personal growth and learning. This person will be consistent in theology, faithful, trustworthy, and energetic while having a healthy sense of humor.

Authentic, compassionate, and willing and able to listen; provide comfort/guidance as needed.

Good communicator with ability to communicate on a personal, small group and congregational level in both written and oral settings, and both as transmitter and listener. Willing to walk with us on our journey into the future, learning where we have been, are, and looking ahead with us to what we can be, coaching us on how to get there. Steps up to and guides us through conflicts. Shares the joy and delight of seeking and following God's plan for our lives.

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

Responsibilities:

1. Lead in corporate worship providing preaching and administration of the sacraments.
2. Lead special worship services during Advent and Lent.
3. Officiate at baptisms, weddings, funerals as requested.
4. Provide educational programs as mutually agreed upon.
5. Work with the Deacons to offer a ministry of visitation and congregational care.
6. Be available to congregants for spiritual guidance and overall support.
7. Plan and moderate meetings of the Session and of the Congregation.
8. Serve as a consultant and advisor for the Session.
9. Provide leadership development for and guidance to the Session and its committees assisting them to move forward with God's vision for the congregation..



10. Work as a partner and consultant to leadership and members in following communication and decision making patterns that promote health in the congregation.
11. Actively participate in the Horseheads (and area) community in partnership with the Mission committee looking for ways to assist First Presbyterian Church to connect with the community.
12. Supervise and coordinate the work of the church staff.
13. Participate in the Presbytery of Geneva serving the larger church.

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)

Usaml.net/Elmira
Elmiraschools.com
Heightsschools.com
Corningareaschools.com
Chemungchamber.org
Corningny.com
Watkinsglenchamber.com



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	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.	<input checked="" type="checkbox"/>
	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		
<input checked="" type="checkbox"/>	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		
<input checked="" type="checkbox"/>	Advisor – an individual others turn to for counsel	Change Agent – having the ability to lead the change process



	and guidance; provides coaching; expertise for congregations or other organizations.		successfully; anchoring the change in the congregation's/organization's vision and mission.
X	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.
X	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.
	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.
	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			



	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
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.
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 \$50,000

Maximum *Effective* Salary

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. Jane Winters

Address: 1717 Lovell Terrace Elmira, NY 14905

Phone Numbers 607-215-0252

Relation: Committee on Ministry Liaison

E-mail: revjanewinters@yahoo.com

Name: Bob Sell

Address: 301 Scenic Drive Horseheads, NY 14845

Phone Numbers: 607-739-3902

Relation: Member-Lay Preacher

E-mail: rsell@stny.rr.com



Name: Rev. Dr. Cheryl Ann Elfond
Address: 2943 Westinghouse Road Horseheads, NY 14845
Phone Numbers: 319-610-6478
Relation: Transitional Pastor
E-mail: caelfond@umich.edu

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

Name: Lori Ann Congdon
Address: 356 Park Ave
City: Corning State: NY Zip Code: 14830
Preferred Phone: 607-731-5669
Alternate Phone _____
E-mail Address for PNC Communications (required): horseheadsfpcpnc@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature