



**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: 07949
Ministry Name: Doylestown Presbyterian Church
Mailing Address: 127 East Court Street
City: Doylestown State: PA Zip Code: 18901
Telephone Number: (215) 348-3531 Fax Number: (215) 348-7590
Email: dpc@dtownpc.org
Web site: <http://www.dtownpc.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 630

Church School Attendance 250



Church School Curriculum Varied

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: Philadelphia

Synod: Trinity

Community Type (select one)

College

_____ Rural

Suburban

_____ Small City

Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Julie Toner

Address 400 South Stone Ridge Drive

City Lansdale State PA Zip Code 19446

Preferred Phone (215) 500-6125 Alternate Phone _____

E-mail jrt400@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>
	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
3 years	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): Associate Pastor for Education and Family Ministries

***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	_____		

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="checkbox"/> _____	<input type="checkbox"/> Other

Statement of Faith Required Yes No

Mission Statement

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

“Be a bridge for Christ and a beacon of His love.”



NARRATIVE QUESTIONS

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

In 2011, the Doylestown Presbyterian Church (DPC) Session approved our current mission statement expressing our resolve to “Be a bridge for Christ, and a beacon of His love.” The phrase honors two architecturally-unique pieces to our church, an enclosed bridge which connects our worship location with the spaces where we learn, enjoy fellowship, and gather to serve our larger community, and our steeple, which is visible from every direction when approaching Doylestown. Yet more than lifting up edifices of steel and stone, the words reflect our ongoing intention to reflect the light of Christ's love while strengthening connections between God and humankind and among one another. We aspire to be a relational congregation that is hospitable, loving and caring to all. We seek to spiritually nurture our children, youth and adults in their Christian identity and to grow their relationship to God recognizing we are always learning on this journey together. We live out these words through the establishment of a community meal, food drives, the Code Blue community shelter for the homeless during the winter months, and the hosting of local AA meetings. During Doylestown's annual Memorial Day parade, we welcome attendees in a community picnic, and most recently we have taken up the call to become a Matthew 25 church, with a focus on systemic racism and its intersectionality with poverty. DPC strives to be a community of faith, hope, love and witness.

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

While we have been engaged in ministry for more than two centuries, we recognize our calling is to be “reformed always to be reforming”. In 2018, our Session approved a strategic plan with goals to (1) keep our congregation vibrant by re-engaging and energizing our existing members while attracting and engaging new members, and (2) unify worship, faith development and mission while enhancing connections and fellowship within the congregation. To achieve these goals, we must understand our generations to ensure we can be hospitable to each, and that we particularly need to address perceived declines in engagement within our younger generations. This challenge has grown during COVID-19 and the increasing polarization in our society around topics such as politics, LGBTQ rights, the perceived hypocrisy of Christianity, and systemic poverty and racism. In the face of these challenges, we remember as the Book of Order states “God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ”. Our Deacon ministry DPCares provides hospitality and care for our congregation, while our Community Meal and Code Blue shelter efforts extend a loving hand to those in our community. We are actively challenging ourselves to renew what it means to be a community of Christ and how we can maintain a thriving congregation moving ahead.

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



We envision this AP will help rejuvenate our education (from children through adults) and children/youth programming. This role will play a key part in fostering connectivity, fellowship and community, working to break down silos and driving us outside our walls to expand our impact in the local community. The AP will be a driver for change in shaping our efforts to reimagine the worship experience to better engage children/youth, simplifying what we are teaching our children/youth to link ministry with their real-life experience, and inviting our families meaningfully into mission efforts. We recognize that ministry to parents is equally important, and can help parents grow in the relationship with their children and Christ. In addition, we live in a culture where instant communication brings many blessings, but ironically can add to the sense of being isolated from others. Thus, a familiarity with technology is needed that recognizes both its limitations and opportunities for creating relationship with each other and with God. As we seek to drive cultural change toward becoming a more relational church, this AP will provide critical support for our youth in times of crisis or despair, times of need, and periods of questioning faith. Recognizing the scope of this role, we plan to hire a non-ordained role (e.g. a Director of Children's Ministry or Director of Teens & Tweens) following the installation of the AP that can complement their skills, interests and passions.

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

In our Associate Pastor for Education and Family Ministries, we seek:

- One who values meaningful relationship building, called specifically to relational ministry and values being present with the congregants
- An energetic and faithful disciple called by Jesus Christ
- An impactful, enthusiastic, light-hearted and positive leadership style
- One with the strength and appreciation for fostering, equipping, empowering and supporting/mentoring lay leaders
- One who exhibits an entrepreneurial spirit and appreciates the opportunity to collaborate both with church staff (ordained and lay) and ministry volunteers, encouraging a collaborative leadership approach
- A self-reflective and flexible leader that is energized by change and un intimidated by conflict, is creative, innovative, and continues to grow in their faith and practice of ministry
- One with the ability to identify our needs, particularly in all aspects of Christian education, that can work across multiple generations and welcomes the opportunity to manage and inspire staff
- The passion and skill to relate to children and youth and their unique questions, doubts and needs and the ability to work across multiple generations
- An appreciation for spiritual growth of the family both as collective individuals and as a unit
- Demonstrates a comfortable ease when speaking in a variety of settings both with individuals and groups



- One who is well-versed in and comfortable with current technology and social media as tools for ministry

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

The Associate Pastor for Education and Family Ministries will be responsible to:

- Serve as primary pastoral leadership to all Christian Education and Family Ministries Committees
- Supervise a non-ordained position (e.g. the Director of Children's Ministry or Director of Tweens & Teens) and Children's Worship Time/Nursery staff
- Develop, implement and oversee a strategy for all ages to grow in their faith in Christ and connection to others
- Participate fully in Session, staff, worship and program staff meetings
- Assist in worship leadership most weeks, strengthening that experience for all ages, while preaching 8-10 times over the course of a typical year
- Teach as interest and time permits in classes and growth groups
- Share pastoral presence in hospital and times of crisis
- Officiate or assist in baptisms, weddings, and funerals as requested

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)

Doylestown Presbyterian Church

<https://www.dtownpc.org/>

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

<https://www.youtube.com/c/doylestownpresbyterian>

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

<https://www.instagram.com/dpcyouthdotcom/?hl=en>

The Community of Doylestown

<http://www.doylestownalive.com>

<http://www.doylestownborough.net>

<http://www.doylestownpa.org>



***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.	X
		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		
	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.	X	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.
X	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.
	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
X	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.		



INTERPERSONAL ENGAGEMENT			
X	<p>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.</p>		<p>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.</p>
X	<p>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.</p>	X	<p>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</p>
	<p>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.</p>		<p>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.</p>
	<p>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.</p>		

***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 \$74,000

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: Linda Rutkosky

Address: 720 Pebble Hill Road, Doylestown, PA 18901

Phone Numbers: 215-348-7142

Relation: Church member

E-mail: linda.pebblehill@gmail.com

Name: Ruth Santana-Grace

Address: 915 East Gowen Avenue, Philadelphia, PA 19150

Phone Numbers: 215-242-1400

Relation: Presbytery of Philadelphia Executive Presbyter

E-mail: rfsantana-grace@presbyphil.org



Name: Bryant Anderson

Address: 238 North Main Street, Milford, MI 48381

Phone Numbers: 248-684-2805

Relation: Former Associate Pastor

E-mail: banderson@milfordpc.org

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

Name Matthew Rizk

Address 4759 Essex Drive

City Doylestown State PA Zip Code 18902

Preferred Phone (267) 885-7557

Alternate Phone _____

E-mail Address for PNC Communications (required): apnc@dtownpc.org

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature