



**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 12257 _____

Ministry Name Chapel in the Pines Presbyterian Church _____

Mailing Address 314 Great Ridge Parkway _____

City_Chapel Hill _____ State_NC _____ Zip Code 27516 _____

Telephone Number_(919) 960-0616 _____ Fax Number (919) 929-8521 _____

Email nmorelli@citppc.org _____

Web site http://www.citppc.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 _____ 104 _____



Church School Attendance 30

Church School Curriculum Whirl (children); Various (adults)

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
 1 Black or African American (African Native, Caribbean)
 1 Hispanic Latino/Latina, Spanish
 Middle Eastern
 Native Hawaiian or Other Pacific Islander
 97 White
Other

Presbytery Salem Synod Mid-Atlantic

Community Type (select one)

<u> </u> College	<u> </u> Rural	X <u> </u> Suburban
<u> </u> Small City	<u> </u> Town	<u> </u> Urban
<u> </u> Village	<u> </u> Recreation	<u> </u> Retirement
<u> </u> N/A		

Clerk of Session Contact Information:

Name Marcia Ladd

Address 6916 Turkey Farm Rd

City Chapel Hill State NC Zip Code 27514-9786

Preferred Phone (919) 448-6339 Alternate Phone (919) 933-3099

E-mail marcialeeladd@gmail.com FAX



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
5-10 years	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 and Head of Staff

***Employment Status**

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

Is this a yoked congregation? X 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?

We welcome all people into our community of faith.
We worship God with gratitude for the grace given to all people through Jesus Christ.
We witness the love of Christ through our gifts of time, talents, and resources as we grow together in faith.



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

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

The congregation of Chapel in the Pines spans a broad range of sociopolitical viewpoints, and we strive to build a ministry which promotes an understanding of each participant's unique interpretation of the Word of God. We expect our pastor to understand and respect our differences and to present challenging and thoughtful sermons in order to expand our individual understanding of God's love and how to carry that love into the world.

We recognize that God's all-inclusive grace extends beyond our walls and reaches members of the broader community who may not even be seeking it. Foundational to our ministry is service to the least of these, especially in our local community. We support and indeed have founded non-profit agencies that care for the less advantaged in Chatham County. We anticipate that our next pastor will share, support, and participate in our outreach.

We understand God's gift of music to be an essential component of worship. We encourage our choir to lead the congregation with rhythms and text appropriate to the liturgical season. Our musical offerings cover many different cultures and styles and are frequently a challenge for both the choir and the congregation. Many members of our choir and handbell programs attend the Montreat Worship and Music Conference every year and look forward to continuing spiritual growth through song. We anticipate that our pastor would share such love of music even if direct participation in music programs is impractical.

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

Our church is located in Chatham County, the population of which covers a wide range of demographics. Although we are situated in a relatively affluent area on the outskirts of Chapel Hill, we are mindful that poverty is a significant problem county-wide. We have a strong local mission program that meets the needs of many marginalized individuals and families in Chatham County. Our most active mission programs include:

- Ecumenical ministries including a food pantry, a clothes closet, and literacy and tutoring programs



- Habitat for Humanity
- A prison visitation ministry
- Racism awareness and racial equity work
- A therapeutic farm, providing rehabilitation and general health care to individuals with multiple diagnoses who tend to “fall through the cracks” of traditional medical care. A “tiny house” community is currently under development for participants of the program.

We also support global mission programs in Guatemala and have maintained a close working relationship with a mission coworker who is now teaching at The Latin American Biblical University in Costa Rica.

We care for our own congregation through our diaconate ministry, a weekly prayer list, and individual concerns and celebrations during worship. We recognize that children are a part of our congregation and encourage them to participate in an age-appropriate manner while also providing space for additional learning and Bible based crafts and activities outside of worship.

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

Our pastor will serve as a guide and supporter of the church’s mission and vision already in place and will concurrently help the body to discern new and important ways to live out God’s Word among ourselves and in the community at large. We are seeking a partner in our ministry and a leader who will walk with us and help us find new paths to follow. We also want our pastor to challenge us and teach participants of all ages to take God’s message to the world by living and not just saying our faith, even when it is not easy to do.

As our church continues to grow, our pastor will help us identify additional future staffing needs and support any future searches that God may call us to conduct.

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

The most important skills a new pastor might bring to CITP are:

- Worship leadership and planning
- Challenging sermons
- Organizational leadership, including a strong sense of fiscal responsibility
- Supporting religious education for all ages
- Outreach to new members
- Commitment to social justice and community service
- Spiritual development of members



- Pastoral care
- A desire to incorporate music as an integral component of worship

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

The pastor will:

- Preach most Sundays
- Promote an atmosphere of radical inclusiveness to ensure that all members, friends, and guests may receive God's abundant grace
- Encourage broad participation in various local and global mission opportunities
- Supervise, support, and encourage staff (including a part-time director of music, divinity school interns, and office/clerical staff)
- Administer and lead the day to day operations of the church
- Moderate session meetings
- Support ruling elders and deacons with leadership development and instruction
- Guide the session and members of the congregation through the development and implementation of a plan for a sustainable Christian Education program across all age groups, with initial concentration on preschool through middle school
- Provide for pastoral care

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)

www.citppc.org

www.facebook.com/citppc

www.farmatpennylane.org

www.chathamhabitat.org

www.chathamliteracy.org

www.takeandeatfoodpantry.org

www.cedepca.org

www.globalministries.org/lac_partners_universidad_biblica_latino

www.racialequityinstitute.org

<http://www.salempresbytery.org>



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER		
	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.
X	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 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.
	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.
X	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.
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.	X	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	<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 strengths and limitations of others.</p>		
INTERPERSONAL ENGAGEMENT			
	<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>
	<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>		<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>
X	<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>	X	<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 \$60,000 _____

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?

___X___ 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 The Rev. Dr. Lynn Stall _____
Address 4114 English Garden Way, Raleigh NC 27612 _____
Phone Numbers (919) 889-2095 _____
Relation Interim Pastor _____
E-mail linstall302@gmail.com _____

Name The Rev. Dr. Mindy Douglas _____
Address First Presbyterian Church, 305 East Main Street, Durham NC 27701 _____
Phone Numbers (919) 260-5107 _____
Relation Organizing pastor, former pastor/head of staff _____
E-mail m.douglas@firstpres-Durham.org _____

Name The Rev. Marcia Mount Shoop, PhD _____
Address Grace Covenant Presbyterian Church, 789 Merrimon Avenue, Asheville, NC 28804 _____
Phone Numbers 828-254-3274 _____
Relation Friend of the congregation _____
E-mail mmshoop@gpcusa.org _____

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

Name Pat Chappell _____
Address 303 Weaver Rd _____
City Chapel Hill _____ State NC _____ Zip Code 27514-5950 _____
Preferred Phone Cell: (919) 618-4819 _____
Alternate Phone Work: (919) 942-8571 _____
E-mail Address for PNC Communications (required): pnc@citppc.org _____



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature
