



**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 _____ 22282 _____

Ministry Name First Presbyterian Church (FPC)

Mailing Address 540 William Hilton Parkway

City Hilton Head Island State SC Zip Code 29928

Telephone Number (843) 681-3696 _____ Fax Number (843) 681-2065

Email pncfpchhi@gmail.com

Website http://www.fpchhi.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 615



Church School Attendance: 346 (all Christian Education)

Church School Curriculum: Children: Hands on Bible, Holy Moly, Submerge, Growing in Grace, Gratitude by PC(USA)

Youth: "Grow" and "The Story"

Adults: Seekers, Living in the Word, Adult Bible Study, Lowcountry Lessons, Work in Progress, J.O.Y.

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

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
98__ White
Other _____

Presbytery Charleston Atlantic _____ Synod South Atlantic

Community Type (select one)

____ College ____ Rural ____ Suburban
____ Small City X Town ____ Urban
____ Village X Recreation X Retirement
____ N/A

Clerk of Session Contact Information:

Name Michele Green, Clerk of Session _____

Address 3 Shelter Cove Lane #7481

City Hilton Head Island State SC Zip Code 29928

Preferred Phone (843)290-4936 _____ Alternate Phone (843)-686-5029

E-mail MPKAOF@aol.com FAX (843)-681-2065



***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
8+	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

***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"/> Other	

Statement of Faith Required Yes No

Mission Statement

What is your congregation's or organization's Mission Statement?
THE MISSION: CHANGING LIVES ... MAKING DISCIPLES



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: Every member in ministry (I Corinthians 12:27 & I Peter 2:9)

In August 2016, First Presbyterian Church began a planning process to discern the direction in which God is leading us. We call this spirit-guided strategic plan "*the Way forward.*" *The Way forward* process envisions the success of FPC, expressing that by the end of 2021, "**as Christ leads, we are an open, inviting, and joyful church, vibrant and vital as a community and in the world.**"

As we work to discern God's will for us, we prayerfully seek God's guidance in our mission of **changing lives** and **making disciples** for our Lord and Savior, Jesus Christ.

- **Changing lives** is the result of putting our faith into action by serving those in our church, our community, and the world. We trust that God uses our inspirational worship, Christian Education programs, fellowship, witness, and mission opportunities to change us and others for God's glory.
- **Making disciples** is facilitated through meaningful worship, Bible-based Christian Education, small group fellowship, and mission programs to enliven and feed a hunger for opportunities to apply God's word in our lives. We seek to nurture disciples by helping them identify their God-given talents and providing them with opportunities for spiritual growth and service to the Lord.

By honoring and glorifying God in this way, we trust the number of lives we touch and disciples we make will increase our membership so we might better serve God's purposes in the world.

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

We are a multi-generational congregation, blessed with an unusual abundance of experienced, bright, and capable individuals with discretionary time and financial resources.

We live in a location that is a destination for vacationers, snowbirds, and many retirees as well as service workers and young professionals. Thus, we see opportunities to expand our reach for Christ beyond those who currently worship with us by inviting more visitors, new retirees, and especially more families and young people to make FPC their church home.



- We attract many visitors and new members who are recently retired and at a transitional inflection point in their spiritual lives as they relocate to a new community and begin a new chapter in their lives. Thus, we see an opportunity to attract those seeking to renew and grow their relationship with the Lord through worship and study.
- We are located in South Carolina's wealthiest county, although it contains pockets of great need. It is surrounded by adjacent counties that are among the very poorest in the nation. Thus, we see an opportunity to better serve our neighbors in need, both globally and those just outside our doors, by more fully exercising our talents and other resources.
- We are a community church, perceived broadly by members and non-members alike, as a focal point for community activity, problem solving and support. Thus, we see an opportunity to be an essential participant in community activities and discussions.

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

We expect the Pastor will help us reach our vision and perform our mission through:

- Proclamation - Preaching and teaching God's word in truth, and with power.
- Leadership - Inspiring, empowering, mentoring, guiding, and holding staff and lay leaders accountable to high levels of excellence in all of the ministries to which our church is called.
- Connection - Building unity in Christ among our members. Also, as the principal face of FPC, bringing the salt and light of Christ's presence to the community, engaging in its opportunities and struggles.
- Pastoral Care - Ensuring effective pastoral care to a range of ages within the church, from children and young families to recent retirees, and those seeking God's joy in the closing chapters of their lives.

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

- Spiritually grounded, with strong personal faith.
- Theologically grounded, with a passion for understanding.
- Shows a genuine care for FPC and is committed to the PC(USA).
- Bible-based preaching and teaching.
- Excellent communication skills, both oral and written.



- Ability to present sermons and lessons that challenge and inspire the congregation intellectually and spiritually to become more committed followers of Christ.
 - Experience leading an effective Christian Education program for all age groups.
 - A doctoral degree is strongly preferred.
 - Values traditional as well as innovative alternative worship and music.
 - Experience leading a large congregation. Able to inspire and embrace a congregation of diverse ages with diverse gifts and needs.
 - Values small group fellowship.
 - Exhibits a passion for mission.
 - Considers family, youth and children ministries a high priority.
 - Recognizes, encourages and can develop leadership skills in FPC members, associates, staff, and lay leaders.
 - Experience leading a large staff, delegating work, and managing people.
 - Excellent problem solving, decision-making, and conflict resolution skills. Displays tact and respect.
 - Possesses warmth, energy, a sense of humor, and excellent listening skills.
 - Inclusive, creative, transformative and flexible. Able to shepherd a diverse group of people, encouraging their potential.
 - A visionary with a proven record of growing church membership.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?
- Continuing a strong pulpit, education, and Bible-study ministry.
 - Ensuring the development of more effective children, youth, and family ministries.
 - Enhancing the excellence in our music ministry.
 - Enabling success of *the WAY forward* strategy for our congregation.
 - Creating opportunities to invite and enjoy greater diversity.
 - Empowering us all for ministry and evangelism.
 - Leading and inspiring staff, lay leadership and the congregation.
 - Overseeing the mission and outreach ministries.
 - Extending and coordinating pastoral care.
 - Looking toward the Lord's blessing of greater numbers in response to our faithfulness.



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)

<http://www.fpchhi.org/pnc-meet-fpc/chhi.org/pnc-meet-fpc/>



***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>
	<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>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>
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>
X	<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

	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.
	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.	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		
X	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	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.
	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 \$ 130,000

Maximum *Effective* Salary \$ 150,000

Housing Type _____ Manse

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 Ms. Andrea Siebold_____

Address 67 S. Port Royal Drive Hilton Head Island, SC 29928-5509_____

Phone Numbers home (843) 681 7950 Cell (843) 415-2211_____

Relation: Volunteer Director of Volunteer Ministry_____

E-mail andrea siebold@gmail.com

Name Dr. Douglas Fletcher_____

Address 540 William Hilton Parkway, Hilton Head Island, SC 29928_____

Phone Numbers (843) 681-3696

Relation Pastor, Head of Staff_____

E-mail dfletcher@fpchhi.org



Name Mr. Jack Alderman _____
Address 67 Dolphin Head Drive Hilton Head Island, SC 29926-1920 _____
Phone Numbers Home (843) 689-9838 Cell (843)-301-2002 _____
Relation Ruling Elder on Session, long-time member of FPC, _____
E-mail jackalderman@mac.com _____

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

Name Richard Burnette & Jim Wagner _____
Address 540 William Hilton Parkway _____
City Hilton Head Island _____ State SC _____ Zip Code 29928 _____
Preferred Phone Richard (843) 802-4427 Jim (404) 307-9677 _____
Alternate Phone Richard (404) 375-9951 _____
E-mail Address for PNC Communications (required): pncfpcghi@gmail.com _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature