



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID _____

Ministry Name Kirk in the Hills _____

Mailing Address 1340 W Long Lake _____

City ___ Bloomfield Hills _____ State ___ MI _____ Zip Code 48302

Telephone Number ___ 248-672-1836 _____ Fax Number _____

Email interimpnc@kirkinthehills.org _____

Web site kirkinthehills.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 _____ 500 _____



Church School Attendance 25-35

Church School Curriculum Whirl and Holy Moly (pre-K and 2-3grades) Young Children and Worship (k-1),
Go!Curriculum (4-5 grades)

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
 0.5% Black or African American (African Native, Caribbean)
 _ 0.5% Hispanic Latino/Latina, Spanish
 __1% Middle Eastern
 ___ Native Hawaiian or Other Pacific Islander
97% White
 Other _____

Presbytery Detroit Synod Synod of the Covenant

Community Type (select one)

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

Clerk of Session Contact Information:

Name Bob Beck
 Address _____
 City _____ State _____ Zip Code _____
 Preferred Phone 248-505-6045 Alternate Phone _____
 E-mail clerk@kirkinthehills.org 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
	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)
<u>x</u>	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**

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 ____X_

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	___X___	Interim Executive Presbyter Training	_____
Certified Christian Educator	_____	Certified Business Administrator	_____
Certified Conflict Mediator	_____	Clinical Pastoral Education Training	_____
Other	_____		

Language Requirements

__X_ 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 __X__ Yes _____ No

Mission Statement

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

We Envision a world where every heart experiences God’s transforming love.



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.

We strive to inspire our congregation with preaching that illuminates God's word in creative and memorable ways, music led by our choir, organist and occasional instrumentalists, plus faith sharing minutes from lay members. The recent COVID pandemic showed the Kirks' vitality and creativity. During Covid lockdown we presented pre-recorded online worship, with undiminished illumination of God's word and inspiration, providing comfort and joy during that uniquely challenging time. The pandemic propelled us to go deeper into mission, reaching out to those most heavily impacted, partnering with non-profit agencies such as Lighthouse, Micah 6 and Accent Pontiac to deliver food, clothing, furniture and facilitated porch music lessons. Our small group ministry thrived and grew during the pandemic, giving a faith-building lifeline to our members. We used Zoom technology to offer Faith Around the World Sunday Lunch & Learn programs with guests from 5 different continents sharing their stories and building community, including Christmas Around the World a few months later. We also dedicated a workshop about the Tulsa race massacre during its 100th anniversary to help us understand our world from a Christian perspective. Our 75th Anniversary Campaign core committee held over 100 one-on-one meetings with members in the spring of 2021. The benefits of this community building were immeasurable. Our youth ministry remained strong and grew in importance guiding them on their faith walk.



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

The Kirk is engaging personally and congregationally with community groups seeking to feed the hungry, clothe the naked, visit the sick and take in the stranger. We are putting shoe leather on our faith walk through Ministry With Pontiac, Accent Pontiac, Micah 6, and numerous missions locally and globally. We are committed to expanding our outreach and mission by becoming a missional center for ministry, expanding our position as a teaching church to provide more education locally and globally and continually adding opportunities to meet the needs of those in our community. We are eager to further develop as a community, fostering deeper relationships with God, our church membership and our neighbors. We are developing a Youth Innovation Hub to help youth create meaningful connections and grow in their faith. We want to expand our campus to provide different opportunities in which we can experience God's transforming love. Through our Anniversary campaign we will build a prayer path and/or an outdoor worship center. The Kirk has a history of an inspiring and active music program which we will continue with a new Music Director and organist. We will ensure that the church remains a beautiful sacred space. We are committed to implementing the major goals of the 75th Anniversary Campaign. A link to the Campaign Brochure is attached.



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

Our current Senior Pastor departed for personal reasons to allow his family to go back to a part of the country they love as well as allow for his wife to pursue her medical career. Based on this change, Kirk leadership has talked to all members of the lay staff, and this has led us to the discovery that business operations and the administration side of “head of staff” responsibilities had been neglected for some time. Not wanting this to erode our vision of who we are as a church community, we seek an experienced pastoral presence to provide Senior Pastor/Head of Staff leadership. We look to this individual to evaluate our structure and processes, reinforcing the fact that our staff, clergy, church leaders and congregation are all active stakeholders in this. Our vision for ministry and its implementation is strong. We look to this position to support our powerful momentum in worship, outreach and Christian formation. We look forward to growing these important parts of our congregation. We are entering our 75th year and have recently completed a successful capital campaign, raising over \$4 million in pledges to date. We look to this individual to support the implementation of the campaign projects and ensure a successful celebratory year which will culminate in November 2022. We look to this position to lay a solid foundation for our next Senior Pastor.

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

Our ideal candidate loves the LORD, effectively leads our pastoral staff, lay staff and congregation, bringing integrity and demonstrated expertise in administration, managerial leadership and pastoral care. The Interim Pastor must have experience with business operations, church finance, officer development and organizational design. He or she will possess excellent interpersonal skills, accessibility and a healing approach. The individual must be capable of completing a comprehensive assessment and thoughtful execution of a plan developed in concert with Session. The ideal candidate will supervise the team through coaching, training, shepherding, and performance management. The Interim Pastor will effectively utilize church resources (financial, human, technical and material) while embracing transparency in all areas of the Church. The person will have the ability to lead the Kirk to maximize ministry and mission which will result in growing disciples of Jesus Christ. We need a bridge builder.



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

The interim pastor as head of staff needs to review and assess current staff reporting assignments, assess our current (interim) position of executive director; develop recommendations for improvements and execute a plan in partnership with Session. The individual will lead a review of the current Committee structure of the Kirk in concert with Session to insure an effective Church structure. The individual will work with associate pastors on preaching schedules and sermon series; oversee the Outreach/Mission and Christian Formation/Youth ministries. The interim pastor will lead the current Pastoral Staff to ensure the momentum continues for the ministries they are developing. The candidate will support ongoing development of multigenerational opportunities for pastors and the congregation. The interim will provide vision and practical direction to the operations of the church through regular staff meetings and staff/team development. They will review financial processes in relationship to the work of the Trustees and Session. He or She will lead worship, moderate session and preach a significant portion of the time. The interim will ensure Session meetings are run effectively and have the right agenda items and the right level of discussion including a full financial review at each meeting.

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)



PDF Case for Support
Brochure.pdf



***LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER	
	<p>Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>
X	<p>Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.</p>
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>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>
	<p>Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.</p>
	<p>Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</p>
COMMUNICATION	
X	<p>Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
	<p>Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
	<p>Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.</p>
	<p>Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
	<p>Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>
ORGANIZATIONAL LEADERSHIP	



	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.
	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.	X	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.
X	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	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.	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.
	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 \$ 120,000 Maximum *Effective* Salary 140,000

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 Glenda Herb _____

Address _____

Phone Numbers 248-535-5196 _____

Relation member (Elder)

E-mail glherb@comcast.net _____

Name Brian Sliwinski _____

Address _____

Phone Numbers 248-495-2346 _____

Relation Ruling Elder _____

E-mail b-sliwinski@ti.com _____



Name Dr. Ed Yousif _____
Address _____
Phone Numbers _____
Relation member (Elder) _____
E-mail eyousif@gmail.com _____

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

Name Randall Pappal _____
Address _____
City _____ State _____ Zip Code _____
Preferred Phone 248-931-2367 _____
Alternate Phone _____
E-mail Address for PNC Communications (required): interimpnc@kirkinthehills.org _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee Randall Pappal _____ Date 1-2-2022 _____

Signature

Clerk of Session  _____ Date 1-2-2022 _____

Signature

Presbytery _____ Date _____

Signature