



**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: 10626

Ministry Name: Burke Presbyterian Church

Mailing Address: 5690 Oak Leather Drive

City: Burke State: VA Zip Code: 22015

Telephone Number for Applicant Last Names A-M: +1 (571) 439-6674

Telephone Number for Applicant Last Names N-Z: +1 (301) 547-1229

Email: SeniorPastorSearch@burkepreschurch.org

Web site: www.burkepreschurch.org

**Congregation or Organization Size (Select one by marking an "X")**

- 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 2020:** 140 connections over Zoom

**Pre-COVID Average Attendance 2019 with Interim Pastor:** 285

**Average Attendance 2018:** 336 (April – June)

**Pre-COVID Christmas Eve 2019 with Interim Pastor:** 766

**Christmas Eve 2018:** 741

**Pre-Covid numbers for Church School 2019:**

Adult Spiritual Growth Study Series: 90+

Adult Sunday School: 40 - 50

Godly Play: 12-24 per Sunday with two services

Rainbow (Mid-Week Children's Gathering): 70 children

Youth Connections: 60

\_\_\_ 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.

- \_\_\_0\_\_\_ American Indian or Alaska Native
- \_\_\_2\_\_\_ Asian
- \_\_\_8\_\_\_ Black or African American (African Native, Caribbean)
- \_\_\_2\_\_\_ Hispanic Latino/Latina, Spanish
- \_\_\_0\_\_\_ Middle Eastern Native Hawaiian or Other Pacific Islander
- \_\_\_88\_\_\_ White
- \_\_\_ Other \_\_\_\_\_

Presbytery: National Capital Synod: Mid-Atlantic

**Community Type** (select one by marking an "X")

- \_\_\_ College    \_\_\_ Rural    X Suburban    \_\_\_ Small City    \_\_\_ Town    \_\_\_ Urban
- \_\_\_ Village    \_\_\_ Recreation    \_\_\_ Retirement    \_\_\_ N/A

**Clerk of Session Contact Information:**

Name: Craig Postlewaite

Address:

City:    State: VA    Zip Code:

Preferred Phone:    Alternate Phone:

E-mail:    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 Presbyter/Executive Presbyter/Presbytery Leader
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Stated Clerk (Presbytery)
5-10 years	Head of Staff (supervised one teaching elder and other staff)		Synod Executive
	Associate Pastor (Christian Education)		Mid-Council Program Staff

	Associate Pastor (Youth)		General Assembly Staff
	Associate Pastor (Other)		Church Business Administrator
	Pastor (Church Planter, New Worshipping Community)		Executive Director
	Pastor (Transformation/Redevelopment)		Director of Music (non-ordained)
	Pastor Interim		Minister of Music (ordained)
	Pastor ( for a designated term)		Mission Co-worker (International)
	Pastor (Other Temporary i.e., Supply, Student)		Christian Educator (Certified)
	Pastor, yoked/parish		Christian Educator (non-certified)
	Co-pastor		Administrator
	Executive Pastor		Funds Developer
	Evangelist or Mission Pastor		Finance Manager
	Bi-vocational/Tentmaker		Media Specialist
	Chaplain		Communicator
	Pastoral Counselor		Coordinator
	College/Seminary Faculty		Youth Director (non-ordained)
	Seminary Staff		Other
	Campus Ministry		

**You may also specify the position title (if appropriate):**

**\*Employment Status**

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

**Is this a yoked congregation?**  No     Yes (If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?)  Yes     No

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

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

**Language Requirements**

English     Spanish     Korean     French     Arabic     Armenian  
 Creole     Portuguese     Japanese     Russian     Swahili  
 Burmese     Cambodian     Indonesian     Laotian     Thai  
 Vietnamese     Taiwanese     Cantonese     Mandarin Chinese     Twi  
 American Sign Language    Other:

**Statement of Faith Required**  **Yes**     **No**

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

Becoming disciples through Sabbath, Study and Service.

**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 are a dynamic, energetic, uplifting, and thoughtful congregation. We believe we are called by God to be a welcoming community of faith, extending grace and hospitality to all people.

From conservative to progressive, we respect each other’s diverse viewpoints. We are connected to the past, but not beholden to it. We look to the future, knowing that one’s past need not determine one’s future, as God transforms! We are patient, because experiencing God’s grace can take time. We are vibrant and believe that God delights in humanity so we realize sometimes we just have to say, “Wow!” We believe in science. We also believe that Jesus made it possible for us to recognize and receive the wonderful grace of God. We respect and appreciate people of other faiths. We believe God gives us free will which means we sometimes suffer the consequences of our own actions.

During the pandemic, we maintain community and connection through online platforms, in weekly worship and programs. A variety of opportunities exist for all congregants.

Our worship space reflects who we are. The unique meeting house has chairs that allow us to use the space in multiple ways. The no-robos choir and worship leaders sit among the people. The newly constructed gathering place fosters meaningful relationships among current members and develops connections with our surrounding community. Finally, the round communion table welcomes all as an anchor for our worship space.

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

At the heart of our call is the commitment to be in relationship with the communities we serve. The cooperative discernment of needs and priorities guides our action, and we are engaged in a wide variety of ministries.

Internally, we have vibrant programs for all ages, but recent discernment shows a desire for deeper personal connections. We are therefore expanding existing small group and Bible study programs and maintaining our strong Deacon and Stephen ministries. These begin to address the congregation's increased need for pastoral care.

Regionally we focus on food insecurity and housing concerns. For instance, through the Homestretch transitional housing program we support a local family with housing, food, and childcare as they move toward self-sufficiency.

Internationally, our congregation has a 35-year partnership with a community in Kenya, defined by collaborative leadership and shared planning, along with a partnership of presence maintained through regular mission trips. This includes educational programs, orphan care, microfinance and church-building.

In the last year, the congregation has become particularly energized around social justice and non-partisan political activism. This has led to a well-attended adult education series aimed at understanding and addressing intolerance, racism and social inequity, and increased engagement with local and regional interfaith organizing efforts (e.g., Virginia Interfaith Center for Public Policy).

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

BPC is a strong, healthy, open, adaptable, and intellectual congregation. We are willing to take risks for the betterment of our congregants, our church, and our community. We seek a pastor who will educate, challenge, and inspire with a message of love and inclusion.

The pastoral leadership we desire starts in the pulpit with challenging preaching to theologically and ideologically diverse listeners. It extends to leading and guiding our staff of eight, and nurturing and sustaining a sense of intimate community within our congregation. Furthermore, our pastor will assist the congregation in purposeful outreach to new members and our community. Finally, at the individual level, our pastor will model and nurture deeper relationships with God.

The departure of our previous co-pastors, coupled with the pandemic, heightened our awareness of the need for adept pastoral care. Our next pastor must connect with our members to ensure meaningful personal care. They will encourage and empower lay leadership to implement new programs through effectual planning, training, and management.

Our congregation is one of leaders and thoughtful decision makers. Our church finds joy in serving the underserved. We covet pastoral leadership, to augment our deep care and concern, in helping a congregation of talented leaders translate energy into action.

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

We seek a pastor who delivers inspiring sermons that will challenge us in our faith and in our engagement in God's creation. As a congregation, we value humility, intellectual rigor, and humor. We seek a Pastor who delivers thoughtful, currently relevant sermons with a strong Biblical basis in context and personal experience.

We are looking for a pastor who listens empathically, nonjudgmentally, kindly, and attentively, while being approachable. We would love someone who is comfortable just nerding out with us. Since pastoral care is highly valued by our congregation, they should build relationships with our congregants and newcomers, guiding others to achieve this goal. They should be able to communicate well.

Our pastor should provide strategic leadership to help clarify BPC's vision, mission, and supporting activities, while inspiring members to service. The pastor will also assist in making choices among competing priorities in allocating resources. Having the ability to delegate will be

crucial. They should recognize and nurture BPC's strengths in order to help the congregation in areas of improvement, such as fostering a culture of stewardship. The pastor should value and support our extensive youth ministry, including the annual youth musical. We would like to see our pastor practice a ministry of compassionate presence among the hurting, as well as support the existing systems of pastoral care among the congregation

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

Our new pastor will lead vibrant worship by God's people by crafting services theologically grounded in Scripture and responsive to the needs of the congregation and community. The pastor shall regularly celebrate the sacraments.

They will practice a ministry of presence among the hurting, providing pastoral care, such as short term counseling. Deacons, Stephen Ministers, small groups and mission teams will deliver sustaining care.

The senior pastor will mentor associate pastors. They will direct and supervise staff. The new pastor will organize the work of the church, addressing and managing conflicts.

Moderating the Session, the pastor will align teams in a common vision. The pastor will train, equip and partner with the officers of BPC. They will pray for the Church and its members. Partnering with the Session and staff, the pastor will create an environment and provide experiences to congregants of all ages to deepen their faith and to respond to the call to discipleship. In partnership with a stewardship team, the pastor will inspire generosity for annual and planned giving and capital campaigns.

The pastor will serve as a colleague in ministry in the larger PC(USA). They will encourage radical hospitality, deep friendship, and vital engagement in and beyond BPC including in the ecumenical and interfaith community. The pastor will articulate the story of who we are as BPC, the story of what God is doing here, and ways to participate in that story.

**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)

BPC website: [www.burkepreschurch.org](http://www.burkepreschurch.org)

New Leaf newsletter: [Late Fall:Advent2020 \(burkepreschurch.org\)](http://Late Fall:Advent2020 (burkepreschurch.org))

CAT

Video tour of new facility: <https://tours.gemshotsmedia.com/134440>

**\*LEADERSHIP COMPETENCIES**

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

THEOLOGICAL/SPIRITUAL INTERPRETER

<p>X <b>Compassionate:</b> having the ability to suffer with others; being motivated by others pain and is called into action as an advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.</p>	<p><b>Hopeful:</b> 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>X <b>Preaching and Worship Leadership:</b> 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>	<p>X <b>Spiritual Maturity:</b> 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><b>Lifelong Learner:</b> 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>X <b>Teacher:</b> 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</p>

		learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
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### COMMUNICATION

	<b>Communicator:</b> Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual:</b> having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	<b>Public Communicator:</b> 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.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	<b>Technologically Savvy:</b> the ability to navigate successfully the world of technology using software, blogging, multimedia, and websites as tools for ministry.	

### ORGANIZATIONAL LEADERSHIP

	<b>Advisor:</b> an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	<b>Change Agent:</b> having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	<b>Contextualization:</b> the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	<b>Culturally Proficient:</b> having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	<b>Externally Aware:</b> 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.	<b>Entrepreneurial:</b> 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.

	<p><b>Risk Taker:</b> 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.</p>		<p><b>Task Manager:</b> 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.</p>
X	<p><b>Willingness to Engage Conflict:</b> 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.</p>		<p><b>Decision Making:</b> 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.</p>
	<p><b>Organizational Agility:</b> 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.</p>	x	<p><b>Strategy and Vision:</b> 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.</p>
	<p><b>Financial Manager:</b> 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.</p>		<p><b>Funds Developer:</b> 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.</p>
x	<p><b>Collaboration:</b> 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

X	<p><b>Interpersonal Engagement:</b> 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><b>Bridge Builder:</b> 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><b>Motivator:</b> 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</p>	<p><b>Personal Resilience:</b> 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 accomplishment.</p>	
	<p><b>Initiative:</b> 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><b>Flexibility:</b> 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><b>Self Differentiation:</b> 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 \$: 120,000

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: **Revs. Meg and Jarrett McLaughlin**

Name: **Rev. Dr. Deryl Fleming**

Name: **Rev. Mary Ann McKibben Dana**

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

Name: David Smith

Address:

City: Burke State: VA Zip Code: 22015

Preferred Phone: Alternate Phone:

E-mail Address for PNC Communications (required): seniorpastorsearch@burkpreschurch.org

**ENDORSEMENTS**

Pastor Nominating Committee/ Search Committee Signature:

Date:

Clerk of Session Signature:

Date:

Presbytery Date Signature:

Date: