Updated 8/31/2021

## 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](http://www.pcusa.org/clc)

MINISTRY INFORMATION FORM

Ministry ID 01689 Ministry Name First Presbyterian Church of Wheaton, IL (Wheaton First) Mailing Address 715 N. Carlton Ave. City Wheaton State. IL Zip Code 60187-4020

Telephone Number. (630) 668-5147 Fax Number (630) 668-5187

Email office@firstpreswheaton.org Web site www.firstpreswheaton.org

## Congregation or Organization Size (Select one)

Under 100 members

101 - 250 members

251 - 400 members

401 - 650 members

X 651 - 1000 members

1001 - 1500 members

More than 1500 members

N/A

## Average Worship Attendance 325

**Church School Attendance** (Pre-pandemic) 60

## Church School Curriculum Varies by grade level

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

1% Asian

0% Black or African American (African Native, Caribbean)

0% Hispanic Latino/Latina, Spanish

0% Middle Eastern

0% Native Hawaiian or Other Pacific Islander

99% White

Other

Presbytery Chicago Synod Lincoln Trails

## Community Type (select one)

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

**Clerk of Session Contact Information:**

Name Matt Stremel Address 27W207 Chartwell Drive

City. Winfield State. Illinois Zip Code 60190 Preferred Phone. (630) 835-6623 Alternate Phone (224) 230-1815

E-mail. mstremel@gmail.com FAX n/a

**\*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)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Years of**  **Experience** | **Position Type** | **Years of**  **Experience** | **Position Type** |
|  | 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) |
| 2 – 5 Years | Associate Pastor (Other) |  | Mission Co-worker (International) |
|  | Pastor (Church Planter, New Worshipping Community) |  | Christian Educator (Certified) |
|  | Pastor (Transformation/Redevelopment) |  | Christian Educator (non-certified) |
|  | Pastor Interim |  | Administrator |
|  | Pastor ( for a designated term) |  | Funds Developer |
|  | Pastor (Other Temporary i.e., Supply, Student) |  | Finance Manager |
|  | Pastor, yoked/parish |  | Media Specialist |
|  | Co-pastor |  | Communicator |
|  | Executive Pastor |  | Coordinator |
|  | Evangelist or Mission Pastor |  | Youth Director (non-ordained) |
|  | Bi-vocational/Tentmaker |  | Other |
|  | Chaplain |  |  |
|  | Pastoral Counselor |  |  |
|  | College/Seminary Faculty |  |  |
|  | Seminary Staff |  |  |
|  | Campus Ministry |  |  |
|  | General Presbyter/Executive Presbyter  Presbytery Leader |  |  |
|  | Stated Clerk (Presbytery) |  |  |
|  | Synod Executive |  |  |
|  | Mid-Council Program Staff |  |  |

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

## \*Employment Status

XX Full Time Part Time Open to Either

Bi-vocational (able to provide employment through outside partnership)

## Is this a yoked congregation? xx No Yes

(If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes. xx No \_\_\_\_\_

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

**Interim/Transitional Ministry Training**   **Certified Christian Educator**

**Certified Conflict Mediator**

**Interim Executive Presbyter Training Certified Business Administrator Clinical Pastoral Education Training**

**Other**

## Language Requirements

\_xx\_\_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 xx Yes No

**Mission Statement**

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

*Inviting All Generations into a Growing Life with Jesus Christ*

# 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.

First Presbyterian Church of Wheaton was formed in 1909 and is an established and welcoming community. We draw our members from the suburban neighborhoods surrounding the church in Wheaton, IL, a western suburb of Chicago. Our vision for ministry is characterized by the values we foster:

* Abundant Compassion: We are moved to express deep love for others modeled by Jesus’ ministry. (Matthew 14:14)
* Intentional Growth: We are focused on growing our relationship with Jesus Christ and seeking a greater understanding of God’s Kingdom. (Romans 12:2)
* Joyful Generosity: We are willing to give of ourselves knowing every gift comes from God. (James 1:17)
* Devoted Community: We are committed to sharing life and ministry together. (Acts 2:42)

These values are lived out through our fourfold discipleship path to: *worship, grow, serve, and invite*. We cultivate opportunities for our congregation to worship together weekly, grow in a study or support group, serve on a ministry team or with a mission partner, and invite others daily.

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

In a continually changing culture, we build on our long history as we embrace new opportunities to serve our community. In 1967, the First Pres Preschool was founded as a mission of the church to families in our area to support learning for children in a Christian environment. Our congregation is open to many groups in the community such as AA, multiple sports ministries and an immigrant church from Myanmar. We partner with a variety of local, Chicago-based mission, and international organizations and support these relationships to strengthen engagement with the community. We are continually looking outside our four walls in fulfilling our mission. We are a Matthew 25 congregation.

Following a strategic planning process, we have defined our mission field as the community where God has placed our church. We identified the need for an Associate Pastor to both lead the ministry and discipleship aspects of the church as well as assist the Senior Pastor in worship and pastoral care. An important aspect of the Associate Pastor role is coordinating our church’s discipleship path and congregational engagement ministries.

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

Following a staffing restructure in 2020, we are searching for a newly created Associate Pastor role. The Associate Pastor will advance the mission of First Presbyterian Church of Wheaton by equipping and supporting the staff and the leaders of the church as they strive to bear witness to the gospel of Christ in Wheaton and beyond. As a gifted leader, the Associate Pastor will help coordinate the work and responsibilities of the church’s committees and staff. This person will assist the Senior Pastor in planning, leading and developing ways for the vision of First Pres to be realized. We are eager to see how this role will help our congregation to be relevant and faithful in its ministry and mission.

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

* Deep and growing faith in Jesus Christ.
* A love for the Church and its ministries.
* A visible warmth and caring personality.
* Humble in spirit and confident in presence.
* Ability to be both focused and serious or humorous and light-hearted depending on the setting.
* Demonstrates integrity personally and professionally.
* Commitment to collaboration and team building.
* Able to provide timely and helpful communication.
* Interest in leadership and capacity to manage others.
* Ability to lead others effectively and be a supportive colleague.
* Creative thinking for making faith applicable and action-oriented.

It is important to welcome a new leader who is a team player as they become a critical part of our church staff.  This person will be passionate about leading and working with both our staff and volunteers.

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

The Associate Pastor will:

* Support and collaborate with the Senior Pastor in overseeing the growth of the church.
* Supervise program staff and their ministry areas: Director of Preschool/Kids Ministry and Director of Youth Ministry.
* Champion volunteer teams that carry out vital ministries in the church and community.
* Oversee the process of helping people engage in our discipleship path (*worship, grow, serve, invite*).
* Resource the Mission Committee as we support mission partners and serve our community.
* Oversee adult ministries: Adult Education; Women’s and Men’s Ministry.
* Coordinate with the Board of Deacons and care teams.
* Provide pastoral care in consultation with the Senior Pastor.
* Participate weekly in worship and special services.
* Preach 10-12 times a year.
* Strengthen the church’s commitment to welcoming hospitality, biblical grounding and the inclusive love of God.

**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)

# \*LEADERSHIP COMPETENCIES

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

|  |  |  |  |
| --- | --- | --- | --- |
| **THEOLOGICAL/SPIRITUAL INTERPRETER** | | | |
| **7** | **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. |
| **10** | **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. |  | **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. | **9** | **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** | | | |
| **1** | **Communicator** - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information. |  | **Bilingual** – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication. |
|  | **Public Communicator** - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect. |  | **Media Communicator:** Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.) |
|  | **Technologically Savvy -** the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANIZATIONAL LEADERSHIP** | | | |
|  | **Advisor** – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations. |  | **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. | **2** | **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. | **8** | **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. |
| **3** | **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. |
| **4** | **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** | | | |
|  | **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. |
| **5** | **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 |
| **6** | **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 $60,000 Maximum ***Effective*** Salary $75,000

Housing Type Manse

Housing Allowance

XX 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?

XX\_ 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 Rev. Dr. Chris Griggs

Address 550 North Main St., Glen Ellyn, IL 60137

Phone Numbers (630) 469-2007

Relation Neighboring Pastor

E-mail cgriggs@firstpresge.org

Name Gary DeClute

Address P.O. Box 1041, Wheaton, IL 60187

Phone Numbers (630) 212-8544

Relation Sports Ministry Partner

E-mail gmdkopion@aol.com

Name Rev. Dr. Steve Kellough Address 1320 N Scott St, Wheaton, IL 61087 Phone Numbers 630-253-5134 Relation Former Parish Associate E-mail stephen.kellough@wheaton.edu

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

Name Mary H, Kinsey Address 304 E Harrison Street

City. Wheaton State. Illinois Zip Code 60187 Preferred Phone (630) 253-7748 Alternate Phone

E-mail Address for PNC Communications (required): marykinsey79@gmail.com

## ENDORSEMENTS

Pastor Nominating Committee/

Search Committee Date

*Signature*

Clerk of Session Date

*Signature*

Presbytery *Date*

*Signature*