



**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 00269

Ministry Name First Presbyterian Church of Annapolis

Mailing Address 171 Duke of Gloucester St.

City Annapolis State MD Zip Code 21401

Telephone Number 410-267-8705 Fax Number 410-268-9643

Email office@annapolis-presbyterian.com

Web site www.annapolis-presbyterian.com

#### **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** 247



**Church School Attendance** K-5: 57, 6-12: 59, Adult: 35

**Church School Curriculum** K-5: Deep Blue, 6-12: Faith Questions, Adult Ed: various

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

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American (African Native, Caribbean)

  2   Hispanic Latino/Latina, Spanish

\_\_\_\_\_ Middle Eastern

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

 96  White

Other   2  

Presbytery   Baltimore   Synod   Mid-Atlantic  

**Community Type (select one)**

\_\_\_\_\_ College

\_\_\_\_\_ Rural

\_\_\_\_\_ Suburban

  x   Small City

\_\_\_\_\_ Town

\_\_\_\_\_ Urban

\_\_\_\_\_ Village

\_\_\_\_\_ Recreation

\_\_\_\_\_ Retirement

\_\_\_\_\_ N/A

**Clerk of Session Contact Information:**

Name   Dr. James Reinig



**\*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
5-10	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/Head of Staff

**\*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):

<b>Interim/Transitional Ministry Training</b>	<input type="checkbox"/>	<b>Interim Executive Presbyter Training</b>	<input type="checkbox"/>
<b>Certified Christian Educator</b>	<input type="checkbox"/>	<b>Certified Business Administrator</b>	<input type="checkbox"/>
<b>Certified Conflict Mediator</b>	<input type="checkbox"/>	<b>Clinical Pastoral Education Training</b>	<input type="checkbox"/>
<b>Other</b> _____			

**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?

We are called to do justice, love kindness, and walk humbly with our God. (Micah 6:8)



## 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.

As disciples of Jesus Christ, FPC is called to do justice, love kindness, and walk humbly with God. Our core values include a strong commitment to Presbyterian tradition and our downtown Annapolis neighbors and community of Anne Arundel County. We celebrate worship with excellent preaching, music, prayer and reformed liturgy. FPC offers two traditional services on Sunday mornings with a robust choir, and a joint monthly Taize service with a local Catholic Church. We seek to grow in spiritual formation and expansion of thought, allowing a safe haven for those with doubt or questions. FPC offers Sunday school, Wednesday bible study, Lenten circles, Bass Lecture series, and music and art offerings. Our mission programs—local and global—reflect a deep desire for justice and equity and place a high value on partnership for greater impact. FPC puts faith into action through the Red House (AA), Winter Relief, STAIR (Start the Adventure in Reading), Habitat for Humanity, Czech partnership, refugee family assistance, Connect Rwanda, Haiti Reforest, and more. We engage our children and youth in worship and ministry. We are locally recognized for our hospitality, welcoming all regardless of gender identity, race, ethnicity, income, age, or sexual orientation. Our commitment to justice includes a sense of responsibility to tread lightly on the environment and provide leadership in addressing climate change.



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

FPC strives to speak to the larger challenges of our time. We do not shy away from asking hard questions about the Church's role in addressing systemic injustice. We seek to be a leader in forging relationships to find unity and build power to address complex problems. We welcome differences of opinion and benefit from being challenged in our understanding of the scripture. We are called to:

**Engage members and friends to confront issues of poverty and race in Annapolis.** FPC helped establish a new IAF organization called ACT. ACT consists of faith and charitable organizations advocating for human rights and social justice in our county, e.g., affordable housing and gun violence.

**Build relationships and partner with Christians around the world.** In 2018, FPC entered a partnership with the Presbyterian Church in Caibarien, Cuba. We covenant to pray for, learn from, share our faith with, and visit one another. In addition, as the Latinx population in our county has quickly grown, FPC is home on Sunday mornings to the New Worshipping Community, Comunidad Presbiteriana La Trinidad.

**Connect members and friends of FPC of all ages in relationships that enrich friendship and faith.** FPC has identified the need to develop small groups to connect both new and established members to one another and opportunities to be involved.

**Nurture the Spirit beyond Sunday morning.** We hope to grow our current spiritual formation, music, art offerings, and look to expand worship outside of Sunday morning.

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

FPC's new Head of Staff will be a dynamic, inspiring and unflappable leader who continues our vision to do justice, love kindness, and walk humbly with God. Drawing on vibrant faith, the Head of Staff will oversee daily congregational needs and diverse outreach missions with unquestionable integrity. The Head of Staff will be an articulate and compassionate communicator who respects and collaborates with staff and elders. In working to grow and enhance our spiritual life and mission goals, the Head of Staff will be an innovative thinker who embraces current technology. Acknowledging that the role and importance of churches in the 21st century is ever changing, the Head of Staff will be socially aware, financially savvy, able to fundraise, and effectively represent FPC's missions and programs to congregants and the community at large. Using all available creative solutions, the Head of Staff will motivate staff, congregants, and regular participants to successfully carry out FPC's needs and missions while working to make what we do essential, viable, and meaningful.



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 possesses a deep sense of call to parish ministry, has a rich spiritual life, and vibrant faith. The pastor should be an outstanding and inspirational preacher and teacher, being well educated in reformed theology and scripture, and wise to current cultural and economic conditions. Having effective leadership skills, the pastor is a collaborative leader, creating a positive environment, enabling staff to work together while succeeding at their individual responsibilities. The pastor is organizationally astute and knows how to get things done. The pastor can see the big picture and work with the congregation to turn possibilities and ideas into concrete realities. The pastor also adapts to situations and looks for new approaches when things don't turn out as planned. The pastor is well versed in the areas of technology and fundraising.

We seek a pastor who is self-confident, compassionate, and serves with humility. This person thrives on preparing and delivering intellectually and spiritually challenging sermons, and also finds joy in visiting the sick, talking to the youth, and helping out during Winter Relief for the homeless. The pastor is comfortable in their own skin and enjoys building relationships within the church, as well as with people of different cultures and faiths.

We seek a pastor with a sense of humor, who takes their faith seriously, them self less seriously, and can't wait to make Annapolis home!



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

The Pastor will serve as Head of Staff and provide leadership of a staff that includes a(n) Associate Pastor, Director of Music/Organist, Director of Family Ministry, Facilities Manager, Business Manager, and other support/program staff. The Head of Staff will establish and maintain an effective environment that assists staff to work together in a supportive and caring way. This teaching elder will coordinate all worship services in collaboration with the Associate Pastor, Interns, and guests, and will provide a clear and consistent theological foundation that both challenges and inspires. In conjunction with the Associate Pastor and deacons, pastoral care will be of paramount importance. Strong stewardship will help guide the future and the Pastor will lead in raising funds, managing campus resources, and fostering congregational time and talent.

Other specific tasks may include:

- Coordinate a comprehensive plan of communication effectively utilizing current technology
- Lead stewardship and capital campaigns
- Oversee staff committee and their work
- Provide clear guidance and support for church committees
- Lead weekly staff meetings
- Moderate Session and congregational meetings
- Recruit and welcome new members
- Coordinate with the Mission Committee's local, regional, national, and international ministries
- Maintain ties with the Presbytery of Baltimore and the General Assembly
- Lead annual officers' workshop (elders, deacons, trustees)



### 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)

FPC website

[www.annapolis-presbyterian.com](http://www.annapolis-presbyterian.com)

FPC Choir performance

<https://vimeo.com/281893032>

FPC Campus Pilgrimage

<https://www.annapolis-presbyterian.com/campus>

The Center (of Baltimore)

<https://www.thecenterbaltimore.org/>

Annapolis Lighthouse Shelter

<http://www.annapolislighthouse.org/>

STAIR Annapolis (Start the Adventure in Reading)

<https://stairannapolis.org/>

Czech ETTC partnership

<https://www.annapolis-presbyterian.com/library/public/VIDEO/ETTC-2015-vbs.mp4>

Haiti CODEP partnership

<http://www.haitifundinc.org/>

Connect Rwanda

<http://www.connectrwanda.org/>



**\*LEADERSHIP COMPETENCIES**

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

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
	<p><b>Compassionate</b> – 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><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><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>
X	<p><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><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 learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.</p>
<b>COMMUNICATION</b>	
	<p><b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</p>
X	<p><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.</p>
	<p><b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</p>
X	<p><b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</p>
X	<p><b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</p>



**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.
	<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.		<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.
	<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.		<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.
X	<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.	X	<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.
	<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.		<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.
X	<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.		
<b>INTERPERSONAL ENGAGEMENT</b>		
X	<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.	X
	<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 accomplishment.	<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
	<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.	<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.
X	<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.	

**\*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](#).

SALARY INFO NOT PUBLISHED

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 Rev. Dr. Jacqueline Taylor

Name Rev. Timothy Stern

Name Rev. Dr. Susan DeWyngaert

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

Name Helen Krone

E-mail Address for PNC Communications (required): pnc@annapolis-presbyterian.com