



**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 08422

Ministry Name Saint Mark Presbyterian Church

Mailing Address 10701 Old Georgetown Road

City Bethesda State MD Zip Code 20852

Telephone Number 301-530-8142 Fax Number _____

Email office@saintmarkpresby.org

Web site https://saintmarkpresby.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 Pre-COVID: 150; Currently: 100-150



***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 years	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) _____

***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 <u>Graduate of an accredited seminary</u> _____	

Language Requirements

<input checked="" type="checkbox"/> 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 Yes _____ No

Mission Statement

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

Please see response at the end of the document.



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. Please see pages at the end of the document for the responses to all of the narrative questions.
2. How do you feel called to reach out to address the emerging needs of your community or constituency?
3. How will this position help you to reach your vision and mission goals?
4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
5. For what specific tasks, assignments, and programs areas will this person have responsibility?

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		
X	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.
X	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.	X
	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.	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		
	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.
X	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.)
X	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.	X	Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.		Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.		Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		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.
	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	X	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
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.	X	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.		Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.		Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.		

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)

See Effective Salary Definition at [Board of Pensions](#).

Minimum **Effective** Salary \$ 88,000.00

Maximum **Effective** Salary \$97,900.00

Housing Type Manse

 X 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 G. Wilson Gunn, Jr.
Address 8 Danforth Place, Durham, NC 27712
Phone Numbers 240 620 4671
Relation former National Capital Presbytery executive
E-mail GWG6352@GMAIL.COM

Name Rev. LeAnn Hodges
Address 14010 Parkvale Rd., Rockville, MD 20853
Phone Numbers 443-370-3454
Relation former Associate Pastor
E-mail LeAnn.Hodges@me.com



Name Kathleen Guinan, CEO Crossway Montessori Communities www.crossway-community.org
Address 3015 Upton Drive, Kensington Maryland 20895
Phone Numbers 301-503-0666 mobile
Relation Nonprofit partner
E-mail Kguinan@crossway-community.org

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

Name Richard Pavlin
Address 11532 Twining Lane
City Potomac State MD Zip Code 20854
Preferred Phone 301-294-8083
Alternate Phone _____
E-mail Address for PNC Communications (required): pav3332@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee Richard Pavlin Date 8/11/2021
Signature Richard Pavlin

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature

Church's Mission Statement

We seek to be an open and inclusive community of Christian faith pursuing the love of God and neighbor, while honoring the gifts of all people. We welcome persons of every race and class, ability or sexual orientation, including children and adults with disabilities and their families, who seek to grow more deeply in their relationship with God and serve others in the Spirit of Jesus Christ.

Relying on the grace of God, we seek to be a community where spirit and service come together. With faith in God through Jesus Christ, we honor these core values:

- **Commitment:** We offer ourselves, our time, our gifts and our resources to the service of God.
- **Community:** We are a caring family of faith, honoring the gifts of all people and celebrating our life together.
- **Compassion:** We care for all God's children, responding to those in pain and nurturing one another in love.
- **Hospitality:** We welcome everyone to share with us in the community of Christ.
- **Mission:** We listen and respond to the needs of the world, reaching out to serve others in our community and throughout the world.
- **Spiritual Growth:** We grow closer to God through the disciplines of prayer, study, and worship.

Characters: 1179

1 - What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out.

We live out our vision for ministry through our core values. Recent member feedback shows Saint Mark to be an intimate, friendly, welcoming, open, service-oriented church, committed to Christ's teachings, social activism, and vital engaging worship and music. We are known as a missional congregation with members from around our county. Our members believe they are transformed, given purpose and meaning by belonging to Saint Mark and by supporting programs that work toward healing those broken by life circumstances. Our members yearn to continue to advocate for social and institutional changes that reflect the values of the kingdom of God and to celebrate people of all races, ethnicities, sexual orientations, and abilities. Through our members' time, talent, and generosity we support local and global non-profit agencies, yet remain debt-free. We are committed to fiscal responsibility and recently completed our sixth capital campaign, having replaced/renovated our facilities. As a PC(USA) Earth Care Congregation we seek to be better stewards of God's creation. We are a worshipful people, with two traditional services on Sundays except in summer. With nearly weekly communion, a diverse music and liturgical practice, we are grounded in scripture and the Reformed tradition. Spirit and service – spiritual growth integrated with service to neighbor - lie at the heart of our common life and are the key theological basis for our faith.

Characters: 1450

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

Our congregation responds to our community through the Christian practices of generosity and hospitality. We offer our facilities free or at reduced rates to area non-profits and community

groups. Our members seek to expand outreach ministries that provide direct services to those living on the margins of society, i.e. homeless, immigrant, transient persons, and to develop ministries that work toward healing broken lives as an advocate for social and institutional change so that society might further reflect the values of the Kingdom of God. We are a congregation of members originally from over 25 countries and are committed to expanding diversity. We seek to meet any and all people with a desire to follow Christ where they are—regardless of age, sexual orientation, race, and ability—and to integrate them fully into the life of the congregation. We embrace our LGBTQ+ members and we belong to the Covenant Network. In addition to serving the surrounding community, our members also look for new opportunities to unite with one another—to maintain and grow intergenerational connections and collaborate with other local houses of worship. Many of our newer members are young adults and families with school-aged children who bring vitality and fresh ideas. Our God is a transforming God. A recent Church Assessment Tool (CAT) analysis carried out in April 2021 found us to be in transformation. We seek leadership for this next phase of development for our church.

Characters: 1476

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

We intend the Pastor to use his/her skills to lead and support our congregation as we move from the COVID era into a new phase of the life of the church. This is only the third called pastor for our church that was founded in 1961. Under new leadership, we hope to carry forward the best parts of our past: continue to embody our core values as a welcoming, open, progressive, caring, service-oriented congregation.

We have also identified priorities among the changing needs of our congregation and call on the Pastor to help us to:

- Create more opportunities for people to form meaningful relationships through fellowship and mission activities.
- Develop and implement a comprehensive strategy to reach new people and incorporate them into the life of the church; maintain our membership base, while seeking to attract new members and supporting wide diversity.
- Develop ministries that work toward healing people broken by life circumstances, working continuously towards social justice, gun violence prevention, and racial equity.
- Work as an advocate for social and institutional change to reflect the values of the kingdom of God.
- Help us grow Saint Mark's online presence through hybrid (in-person and/or live-streamed) worship services, online educational opportunities, social media, and more.
- Create new opportunities for service and fellowship appealing to different generations that will bring new people to join our congregation.

Characters: 1458

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

- Strong ability to preach, grounded in theology and spiritual practices. Links Scripture to today, so we can take what we learn at church and relate it to our everyday lives.
- Sound spiritual formation skills, with a deep foundation in Scripture, theology, and Presbyterian polity.
- Advocate of diversity for full inclusion of the LGBTQ community, supporter of community service, advocate for social justice.
- Commitment to creation care and energy conservation.

- Technologically-savvy to support website and social media as valued communication tools.
- Teaching skills to nurture the study of Scripture and theological reflection through sermons, Bible studies and other programs.
- Demonstrates leadership that empowers members of church staff (associate pastor, director of music, office administrator, and sexton) and Session to take risks to further the missions of the church. Encourage and equip members to be active leaders in ministry.
- Creative, particularly in the area of use of resources and fundraising to financially support church programs.
- Adaptable, remaining open to new ideas and approaches.
- A warm, empathic, enthusiastic, energetic, creative, open-minded personality.
- Excellent communicator and listener who is open and non-judgmental.
- Ability to meet congregants where they are on their faith journey and guide them forward in their spiritual growth regardless of differences like age, gender, experience, race, background.

Characters: 1466

5 - What specific tasks, assignments, and program areas will this person have responsibility for?

- The ministry of Word and sacrament
- Pastoral care
- A collaborative, supportive and positive relationship with the associate pastor
- The role and responsibilities of head of staff
- Working collaboratively with the Director of Music
- Moderating the Session
- Assisting the congregation in the tasks of:
 - Celebrating the church's history
 - Strengthening the continuing ties with Presbytery, Synod and General Assembly
 - Leading the church to a renewed, transformational vision for the future
 - Assessing staffing structure, as needed
- Supporting stewardship and fund-raising campaigns
- Leading efforts to attract new members, including equipping current members with the skills for how to reach out to new communities to invite them to be part of Saint Mark.
- Leading adult education and Bible studies
- Building and maintaining collaborative relationships with other local faith communities, including other faith traditions.
- Judicatories: participating and serving as called upon in Presbytery, Synod, and General Assembly meetings and/or committees

Characters: 1048