

# Church Information Form (Part II)

## Step 1 of 7

Church/Organization ID 2699

Church/Organization Name, City, State Northmont United Presbyterian Church, Pittsburgh, PA

**Position To Be Filled** (select one)

- |   |   |
|---|---|
| <input type="checkbox"/> Associate Pastor (Christian Education) | <input type="checkbox"/> Minister of Music (ordained)                                       |
| <input type="checkbox"/> Associate Pastor (Youth)               | <input type="checkbox"/> Mission Pastor   |
| <input type="checkbox"/> Associate Pastor (Young Adult)         | <input type="checkbox"/> Pastor-parish  |
| <input type="checkbox"/> Associate Pastor (Other)               | <input checked="" type="checkbox"/> Pastor (Solo)   |
| <input type="checkbox"/> Campus Minister                        | <input type="checkbox"/> Pastor (Head of Staff)   |
| <input type="checkbox"/> Chaplain                               | <input type="checkbox"/> Pastor (New Church Development/Fellowship)                         |
| <input type="checkbox"/> Christian Educator (non-ordained)      | <input type="checkbox"/> Pastor (Redevelopment/Transformation)                              |
| <input type="checkbox"/> College/Seminary faculty               | <input type="checkbox"/> Pastor-shared ministry (between a church and another organization) |
| <input type="checkbox"/> College/Seminary staff                 | <input type="checkbox"/> Pastor (Tentmaker/Part-time)                                       |
| <input type="checkbox"/> Co-Pastor                              | <input type="checkbox"/> Pastor (Yoked field)   |
| <input type="checkbox"/> Designated Pastor                      | <input type="checkbox"/> Pastoral Counselor   |
| <input type="checkbox"/> Director of Music (non-ordained)       | <input type="checkbox"/> Presbytery/Synod executive   |
| <input type="checkbox"/> Executive Pastor                       | <input type="checkbox"/> Presbytery/Synod program staff                                     |
| <input type="checkbox"/> Interim Associate Pastor               | <input type="checkbox"/> Presbytery/Synod Stated Clerk                                      |
| <input type="checkbox"/> Interim Ministry (Governing Body)      | <input type="checkbox"/> Youth Director (Non-ordained)                                      |
| <input type="checkbox"/> Interim Pastor                         |   |

Specify Title (if appropriate) Pastor

**Specify whether experience in the specified position is "Required" or "Desired".**

Required  Desired

**Employment Status**

Full Time  Part Time  Open to Either

**Years of Experience Desired**

First Ordained Call  less than 2 years  2 years or more  
 4 years or more  6 years or more  8 years or more

**Language Requirements**

English  Spanish  Korean  Mandarin Chinese  
 Japanese  Cantonese  Taiwanese  Other

Deadline date for this CIF, if any: \_\_\_\_\_

## CIF (Part II) - Step 2 of 7

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

## CIF (Part II) - Step 3 of 7

**Brief Church Mission Statement:** *Please limit your response to no more than 1500 characters including spaces and punctuation.*

Our mission is to develop Christian disciples among ourselves and those in our community while engaging in caring ministries, fostering spiritual growth and providing Christian fellowship. To that end we seek to:

- Enable the Holy Spirit to guide and empower us to build the Kingdom of God in our church, encouraging our members to have a personal relationship with Jesus Christ while we carry out His mission;
- Be stretched and challenged so we may mature in our understanding of what it truly means to become passionate disciples of Christ and obey all that Christ commanded;
- Use our gifts to do God's work by reaching out to and teaching the community and the world at large;
- Deepen our faith through greater trust in Christ and our knowledge and understanding of scripture;
- Reflect God's unconditional love in all aspects of our lives while growing our congregation.

**Narrative Questions:** *For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.*

**Please write a brief description of your church/organization programs or accomplishments.**

**Worship:** Two traditional services Sunday morning.

**Christian Education:** Sunday morning church school, Nursery-12<sup>th</sup> grade (confirmation 9<sup>th</sup> grade) and adults. Small group Bible, prayer and book study. Wednesday after-school program. Vacation Bible School.

**Mission:** We support many missions with time, talent and treasure. 13% of adult pledged funds go directly to mission, but our total mission giving is closer to 28% of our total giving.

**Music:** Adult Chancel and bell choirs; children's choir; instrumental and vocal ensembles and soloists.

**Youth:** Weekly junior and senior high youth groups and Bible study; mission trips and retreats; Summer's Best 2 Weeks.

**Child Development Center & Preschool:** Full-time, certified child care facility with Christian-based curriculum.

**Stephen Ministry:** 34 lay people trained in one on one Christian caregiving to people in crisis.

**Presbyterian Women:** Large, active group with two Bible circles.

**Deacons:** 18-member group focused on service and mission.

**Session:** 12-member group representing all segments of the congregation.

**Services to Community:** Our building is shared by a large Boy Scout troop & AA and AARP chapters.

**Congregational Outreach:** monthly newsletter "The Piper"; regularly updated website.

**Staff:** Music Director/Organist, Director of Family Ministries, Youth Director & support staff. two Parish Associates.

**Describe what gifts, skills and experiences your congregation possesses to fulfill its mission.**

Our congregation is a vibrant family of believers with strong hearts for mission who live out their faith and Christ's commands through service to congregation and community.

We support **Mission** with time, talents and treasure. In addition to our financial commitment, we volunteer. Regular volunteer activities include serving a meal once a month at a homeless shelter and collecting food for two local pantries. Deacons organize a Christmas toy drive and party for a domestic violence group. Presbyterian Women support mission through activities like their annual Flea Market and minister to the bereaved through a committee that provides post-funeral receptions. We're actively partnered with 2<sup>nd</sup> U.P. in Wilkinsburg and Mangochi U.C.C.P. in Malawi.

Our **Christian Education** program is led by our Director of Family Ministries and a group of dedicated volunteers who help children and adults learn and grow in their faith. Volunteers also help our **Youth** Director run our growing youth program which ministers to children of members and non-members through Bible study, service projects and retreats.

Our **Music** Director has developed an outstanding program that allows members to praise God with their musical talents. Christmas and Easter are especially inspirational with special vocal and instrumental music and an annual children's pageant.

While the basis of **Stephen Ministry** is one-on-one Christian support, our program has expanded to provide grief support and visitation and home communion to those who are hospitalized or in nursing homes.

**What are the key theological issues of our church and society that are reflected in the ministry of your congregation/organization?**

Northmont is a theologically diverse congregation with members who are conservative, moderate and liberal in their views. Despite our differences we strongly affirm the Presbyterian Statement of Faith. We are seeking a pastor who voted with the majority on 08-B and is committed to leading a congregation that will remain within Pittsburgh Presbytery.

We welcome new seekers and encourage our congregation to study the word of God, pray, seek to do God's will, and develop a personal relationship with Christ.

Faith in action is important to us. Known as a mission church, Northmont reaches out to and cares for those in poverty and pain in our community and around the world, feeding the hungry and homeless, ministering to the friendless and grieving, and partnering with organizations that share our ideals.

This vision leads us on a journey to become an increasingly mature body of Christ with emphasis on:

- Growing as Christian disciples and reaching out to those in need of help and the message of the good news of Christ's love
- Functioning as a unified body of Christ, sharing our passions and talents in a coordinated way
- Creating a better sense of confidence in our leadership's ability to make open and effective decisions
- Creating a long-term vision and mission plan that will direct our congregation's outreach and evangelism efforts in the future

Northmont's next pastor should be someone who helps us use our strengths to serve God, and helps us to grow as a congregation and in our individual Christian journeys.

## CIF (Part II) - Step 4 of 7

### References (Limit 3)

Below, please list three persons who know your congregation. You might list your Executive Presbyter, a Committee on Ministry Liaison person, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name Alick Kennedy  
Address 2607 S. Hunters Point Court, Wexford, PA 15090-7987  
Phone Numbers (724) 935-6556  
Relation Northmont Parish Associate  
E-mail alick@infoonline.net

Name Nadia Buzzelli Mullin  
Address 418 Edgewood Ave., Grove City, PA, 16127  
Phone Numbers (724) 372-1993  
Relation Former seminary intern at Northmont (2007-2009)  
E-mail nadiabuzzelli@yahoo.com

Name Amy Phelps  
Address 10166 Sudberry Drive, Wexford, Pa. 15090-9576  
Phone Numbers 724-935-5591  
Relation Active church member, former Co-chair of Christian Education  
E-mail phelpsa@duq.edu

## CIF (Part II) - Step 5 of 7

**Position Description:** *For each section please limit your response to no more than 1500 characters including spaces and punctuation.*

**Major Responsibilities:** *For what specific tasks, assignments, and program areas will this person have responsibility?*

- Administrative leadership including: Serving as head of staff, organizing and enabling members to carry out effective volunteer work, supporting members and activities, and representing the congregation to the community.
- Lead worship and preach Bible-based sermons that enrich the faith and spiritual lives of the congregation, support Reformed theology, and encourage members to do the work of The Lord.
- Provide and coordinate pastoral care.
- Lead and enable the Session and congregation in church regeneration and growth. This would include assessing our strengths; helping us eliminate roadblocks and organizational constraints; and designing or revising programs so they are aligned with our strategic goals of furthering the Lord's work by becoming disciples who serve through our gifts.
- Lead and enable our church to become cheerful evangelists, helping our church family grow by bringing people to Christ.

***Description of characteristics and qualifications needed in a person who would fill this position.***

- Possess spiritual wisdom to bring to our community a spirit of Christian energy and vitality.
- An excellent communicator, able to inspire, preaching the word of God with enthusiasm and presenting Christ in ways that enable the congregation to connect faith with their life experiences.
- Have the courage and conviction to lead wherever God dictates (Thy will be done) and work collaboratively with congregants to make necessary changes to ensure a growing church.
- Demonstrate strong pastoral care, heart-felt compassion, and empathy for those in need both physically and spiritually. Warmth, sensitivity, and accessibility are essential.
- Strong administrator and leader with vision who exhibits open participatory decision making, willingness to delegate and good supervisory skills with the ability to mentor staff, leaders of the church and volunteers.
- A dynamic leader committed to bringing the congregation to maturity in Christ. We seek a person with passions for spirituality and mission with emphasis on outreach to younger people.
- Supportive of PCUSA.

**Primary Skill Choices: Select up to 10 skills from the list below. At least 1 skill, but not more than 4, must be marked as "Required". In addition, at least 1 skill must be marked as "Desired".**

- | R                                   | D                        |   |
|-------------------------------------|--------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | Administrative Leadership                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adult Ministry                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget Preparation                                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Building Renovation/Property Development          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Children's Ministry                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Choir Directing                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Communication (Written/Oral)                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Community Ministries                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Community Service and Leadership                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Conflict Management/Mediation Skills              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Congregational Communication                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Congregational Fellowship                         |
| <input type="checkbox"/>            | <input type="checkbox"/> | Congregational Home Visitation                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Congregational Redevelopment/Transformation       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Corporate Worship/Sacraments                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Counseling  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Cultural Proficiency/Cross Cultural Collaboration |
| <input type="checkbox"/>            | <input type="checkbox"/> | Curriculum Building                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Defining Program Needs                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Development of New Educational Experiences        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ecumenical and Interfaith Activities              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Evaluation of Program and Staff                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Evangelism  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Facility Management                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Family Ministry                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Financial Management                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Fund Raising                                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Governing Body Ministry                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Group Process                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Hospital and Emergency Visitation                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Information Technology                            |

- | R                                   | D                                   |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Instrumental Music                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Involvement in Mission Beyond Local Church |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Leading Music Ministry                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Leadership Development                     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Leadership of Staff/Volunteers             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legal/Tax Matters                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Management of Building Usage               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Management of Equipment Resources          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | New Church Development                     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Office Management                          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Older Adult Ministry                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Organizational Administration              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Organizational Leadership and Development  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | PCUSA Policy/Constitutional Knowledge      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Parliamentary Procedure                    |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Pastoral Care                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Preaching                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Problem Solving/Decision Making            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Project Management                         |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Rural Ministry                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Scholarship/Publishing                     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Small Membership Church Ministry           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Spiritual Development                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Staffing/Human Resource                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Stewardship and Commitment Program         |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Strategic Planning                         |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Teaching                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Training Volunteers                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Transitional/Interim Ministry              |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Urban Ministry                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Young Adult Ministry                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Ministry                             |

**Compensation And Housing. A range is needed for matching purposes. The maximum salary is not published anywhere. (Effective salary is compensation plus housing.)**

Minimum **Effective** Salary \$ 65,000

Maximum **Effective** Salary \$ \_\_\_\_\_

Housing Type                   Manse  
                                   X   Housing Allowance (included in salary)  
                                        Open To Either  
                                        Not Applicable (*For Diversified Positions Only*)

**Geographic Choices.**

  X   **Unlimited**            (or)

**Suggest Individuals From Specific Areas Checked Below:**

- |                              |                                    |
|------------------------------|------------------------------------|
| <u>      </u> Alabama        | <u>      </u> Alaska               |
| <u>      </u> Arkansas       | <u>      </u> Arizona              |
| <u>      </u> California     | <u>      </u> Colorado             |
| <u>      </u> Connecticut    | <u>      </u> District of Columbia |
| <u>      </u> Delaware       | <u>      </u> Florida              |
| <u>      </u> Georgia        | <u>      </u> Hawaii               |
| <u>      </u> Idaho          | <u>      </u> Illinois             |
| <u>      </u> Indiana        | <u>      </u> Iowa                 |
| <u>      </u> Kansas         | <u>      </u> Kentucky             |
| <u>      </u> Louisiana      | <u>      </u> Maine                |
| <u>      </u> Maryland       | <u>      </u> Massachusetts        |
| <u>      </u> Michigan       | <u>      </u> Minnesota            |
| <u>      </u> Mississippi    | <u>      </u> Missouri             |
| <u>      </u> Montana        | <u>      </u> Nebraska             |
| <u>      </u> North Carolina | <u>      </u> North Dakota         |
| <u>      </u> New Hampshire  | <u>      </u> New Jersey           |
| <u>      </u> New Mexico     | <u>      </u> New York             |
| <u>      </u> Nevada         | <u>      </u> Ohio                 |
| <u>      </u> Oklahoma       | <u>      </u> Oregon               |
| <u>      </u> Pennsylvania   | <u>      </u> Puerto Rico          |
| <u>      </u> Rhode Island   | <u>      </u> South Carolina       |
| <u>      </u> South Dakota   | <u>      </u> Tennessee            |
| <u>      </u> Texas          | <u>      </u> Utah                 |
| <u>      </u> Vermont        | <u>      </u> Virginia             |
| <u>      </u> Washington     | <u>      </u> West Virginia        |
| <u>      </u> Wisconsin      | <u>      </u> Wyoming              |

## CIF (Part II) - Step 6 of 7

### Equal Employment Opportunity

"The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different theological positions consistent with the Reformed tradition, as well as different marital conditions (married, single, widowed, or divorced) shall be guaranteed full participation and access to representation in the decision making of the church." (G-4.0403)

"(The Committee on Ministry) shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age, marital status, or disability. In the case of each call, it shall report to the presbytery the steps in this implementation taken by the calling-group." (G-11.0502g)

"...Care must be taken (by the Pastor Nominating Committee) to consider candidates without regard to race, ethnic origin, sex, marital status, age, or disabilities." (G-14.0502b)

FORMS OF GOVERNMENT PRESBYTERIAN CHURCH (U.S.A.) See Also: Form of Government (G-10.0102n) (G-11.0502d, G-13.0201b)

Every Presbytery Committee on Ministry is to inform each Pastor Nominating Committee of its constitutional obligations and how it might assure fairness in the calling process.

Has the presbytery's Committee on Ministry thus counseled with the Pastor Nominating Committee regarding Equal Employment Opportunity?

Yes  
 No

Each Pastor Nominating Committee is expected to undertake its search for a minister 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 affirmed to the Presbytery Committee on Ministry its intention to follow the Form of Government in this regard?

Yes  
 No

## CIF (Part II) - Step 7 of 7

### Pastor Nominating Committee/Search Committee Chairperson Detail:

Name Nancy Garver

Address 1638 Stone Mansion Drive

City Sewickley State PA Zip Code 15143

Preferred Phone (724)935-2194

Alternate Phone \_\_\_\_\_

FAX \_\_\_\_\_

E-mail Address(es) for DPNC Communications: dpnc@northmontchurch.org (all),  
nancylgarver@aol.com (Nancy Garver, chair)

### Endorsements

Designated Pastor Nominating Committee  
or Search Committee \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Committee on Ministry \_\_\_\_\_ Date \_\_\_\_\_

*Signature*

Rev. 9/2006

**When you enter your CIF online, the CLC system will generate an email to your Clerk of Session and Committee on Ministry moderator for approval of the CIF. Once the CIF is submitted, the Clerk of Session and COM moderator may log in to the system and approve the CIF without waiting for the email. If you prefer, you may obtain the signatures of the PNC moderator, Clerk of Session, and COM moderator and fax this sheet to our office at 502.569.5870. This generally speeds up the approval process. Be sure to include the name, city, state, and ID number of your church on the faxed information. If you have questions, please call toll free 888.728.7228 extension 8550.**