



**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 _____

Ministry Name University Presbyterian Church

Mailing Address 110 Henderson St

City Chapel Hill State NC Zip Code 27514

Telephone Number (919) 929-2102 Fax Number _____

Email upcch@upcch.org

Web site www.upcch.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 550



Church School Attendance 225

Church School Curriculum _____

Walk with Me, Dwell, re:form, Nooma, in-house curriculum for confirmation, various books for adult studies

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)

____ Hispanic Latino/Latina, Spanish

____ Middle Eastern

____ Native Hawaiian or Other Pacific Islander

~~99%~~ White

Other 1%

Presbytery New Hope Presbytery Synod Synod of the Mid-Atlantic

Community Type (select one)

College _____ Rural _____ Suburban

_____ Small City _____ Town _____ Urban

_____ Village _____ Recreation _____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Allison Chambers

Address 9023 Laurel Springs Dr.

City Chapel Hill State NC Zip Code 27516

Preferred Phone (919) 812-3429 Alternate Phone _____

E-mail allisonchambers607@gmail.com FAX _____



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General 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)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
above ten years	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) Interim 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):

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

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="text"/>	Other

Statement of Faith Required Yes No

Mission Statement

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



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.
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)

Mission Statement

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

Founded and built on strong faith in God's providence, goodness, and grace, University Presbyterian Church (UPC) faces the future in joyful reliance on God's spirit and in willing obedience to God's Word. We believe God calls us:

- to be Christ's community of faith and moral discourse in Chapel Hill;
- to worship with enthusiasm and joy;
- to proclaim God's truth with boldness and confidence;
- to provide care and nurture to the church family;
- to equip all members for ministry in the world;
- to celebrate the diversity among us;
- to reach out with compassion and love to all in need; and
- to constantly seek justice and peace for all of God's children.

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

Blessed by love, strength, and strong pastoral leadership, University Presbyterian is a thriving congregation. Sunday morning worship, with its combination of excellence in preaching and outstanding music, is a cornerstone of our ministry.

Our Christian formation program seeks to offer to children, youth, and adults creative and energetic ways of promoting values that are at the heart of Christian life and community. A strong outreach program supports a wide variety of mission causes both globally and locally. Choirs for children, youth, and adults nourish the worship life of our congregation, and a vibrant campus ministry is a strong draw for college students.

We do all we can to stimulate, challenge, and encourage our members in a deeper stewardship of the gifts, talents, and resources God has entrusted to us. At all levels we seek to stress the responsibility we each have been given as faithful disciples to serve the larger community and world and to work locally and globally for peace and justice.

A special sense of community and a thriving fellowship encourage members to remain active in the church. We are blessed to be a growing, thriving congregation.

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

We often describe University Church as "a thoughtful congregation with a generous heart." That description speaks to a deep heart for mission beyond the church walls. The congregation has been a community leader in providing support and care to those who find themselves at the

margins of our otherwise affluent community. We are strong supporters of the Inter-Faith Council for Social Services, of Habitat for Humanity, and of a host of less visible community agencies that seek to serve human needs. By our volunteers, our financial support, and our community witness, we seek to create a healthier community for all the people who call Chapel Hill and surrounding areas home. In a similar way, UPC is deeply invested in mission on a global scale, seeking ways where we can be helpful both through overseas mission support and also through mission travel for creating awareness and service. A significant portion of the church's budget is devoted to such outreach, and a tithe of our 2012-2015 capital campaign provided substantial additional support for our ministries.

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

UPC is in a position of strength, thanks in large part to the legacy of the retiring senior pastor and exceptional qualities of the rest of the program staff. But with retirement of the senior pastor and with an associate pastor position already currently designated as an interim, the congregation and staff are feeling a sense of loss and uncertainty about the future. We hope for an interim pastor who will maintain the momentum of this vibrant staff and congregation in its worship, service to its members, and outreach to the community while also encouraging us to look forward to a new chapter in the church's life with hope and imagination. Additionally, as UPC goes through this period of transition, the Interim Pastor will work with Session to organize and carry out a Mission Study consistent with guidelines developed by the Presbytery of New Hope, the purpose of which is to discern the Holy Spirit's leading of UPC into the future. The Mission Study is a process of gathering facts about the community we serve and seeking views of the congregation in preparation for the search for an installed pastor.

4. Provide a description of the characteristics needed by the person who is open to be called to this congregation?

The candidate should possess a commitment to Christ and to his Church, with a strong commitment to preaching, support for the staff, music as an integral part of worship, education of youth and adults, congregational care, and outreach to the community. Experience in a leadership role in a large multi-pastor church is essential. Given UPC's setting across the street from a great university, he/she should be prepared to engage a community with inquiring minds, a broad spectrum of social views, and a willingness to explore a variety of issues. Prior experience with similar settings is desirable. Excellence in preaching is a high priority. Prior training and/or experience as an interim pastor is highly recommended.

The interim pastor will be asked to embrace a variety of people, ranging from young children through older adults, to engage them in conversation and to establish relationships with them. It is important that the interim pastor work collaboratively with church staff as well as leaders and members of the congregation. He/she will be expected to have leadership qualities that provide guidance and motivation to the program and administrative staffs and Session, delegating tasks

and encouraging their completion while maintaining a collegial relationship. The successful candidate will be expected to challenge the congregation during stewardship season. The interim pastor must demonstrate a concern for ethical and social issues in the church and in the community, helping individuals and the congregation cultivate attitudes and actions informed by their Christian faith.

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

The Interim Pastor will have the following responsibilities:

- Preach regularly. Although the frequency is subject to negotiation with existing pastoral staff, he/she should expect to lead services about three times each month.
- Manage, encourage, and support the existing pastoral and administrative staffs. This will be considered a high priority during this time of transition.
- Share pastoral care with other members of the staff, nurturing and caring for the members of the congregation.
- Administer the sacraments and conduct funerals and weddings.
- Moderate Session and, along with other members of staff, resource the church's committees
- Help the Session and congregation to organize and conduct a Mission Study using guidelines published by the Presbytery of New Hope.
- Subject to his or her time and interest, take on a teaching role within the congregation.



*LEADERSHIP COMPETENCIES

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

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



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.
X	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.	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.
X	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.
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.
X	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.		



***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 The Rev. Mindy Douglas

Address 305 E. Main St. Durham, NC 27701

Phone Numbers (919) 260-5107

Relation former associate pastor, member of New Hope Presbytery

E-mail m.douglas@firstpres-durham.org

Name Dr. Steve Allred

Address 1907 Stuart Ave. Richmond, VA 23220

Phone Numbers (804) 288-4124

Relation elder and former member of UPC

E-mail sallred@richmond.edu



Name The Rev. Dr. Joseph Welker, Jr.
Address 200 High Meadow Dr. Cary, NC 27511
Phone Numbers (919) 467-4944
Relation Member of New Hope Presbytery
E-mail jwelker@kirkofkildaire.org

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

Name Dr. David Moreau
Address 16 Kendall Dr.
City Chapel Hill State NC Zip Code 27517
Preferred Phone (919) 942-1878
Alternate Phone _____
E-mail Address for PNC Communications (required): dhmoreau60@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/
Search Committee _____ Date _____
Signature

Clerk of Session _____ Date _____
Signature

Presbytery _____ Date _____
Signature