MINISTRY INFORMATION FORM

Ministry ID: 08457
Ministry Name: Patuxent Presbyterian Church
Mailing Address: 23421 Kingston Creek Rd.
City: California State: MD Zip Code: 20619
Telephone Number: 301-863-2033 Fax Number: 301-863-8004
Email: churchoffice@paxpres.org
Web site: www.paxpres.com

Congregation or Organization Size (Select one)

___ Under 100 members
___ 101 - 250 members
X ___ 251 - 400 members
___ 401 - 650 members
___ 651 - 1000 members
___ 1001 - 1500 members
___ More than 1500 members
___ N/A

Revised 3/2016
Average Worship Attendance ________ 239

Church School Attendance ______ 98

Church School Curriculum: Gospel Light (PreK-2nd), Bible Life (3rd-8th), Confronting Christianity (9th-12th), various studies for adults

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
1_____ Asian
1_____ Black or African American (African Native, Caribbean)
1_____ Hispanic Latino/Latina, Spanish
_____ Middle Eastern
_____ Native Hawaiian or Other Pacific Islander
97_____ White

Other __________________________

Presbytery: National Capital Presbytery    Synod: Synod of Mid-Atlantic

Community Type (select one)

_____ College    _____ Rural    _____ Suburban
_____ Small City    _____ Town    _____ Urban
_____ Village    _____ Recreation    _____ Retirement
_____ N/A

Clerk of Session Contact Information:
Name    Diane Kleinschmidt

Address 23421 Kingston Creek Rd., Attn: Clerk of Session

City California State MD Zip Code 20619

Preferred Phone 301-863-2033 Alternate Phone

E-mail clerk@paxpres.org FAX 301-863-8004
*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)*

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Position Type</th>
<th>Years of Experience</th>
<th>Position Type</th>
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</thead>
<tbody>
<tr>
<td>Solo Pastor</td>
<td>General Assembly Staff</td>
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<tr>
<td>Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)</td>
<td>Church Business Administrator</td>
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<tr>
<td>Head of Staff (supervised one teaching elder and other staff)</td>
<td>Executive Director</td>
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<tr>
<td>Associate Pastor (Christian Education)</td>
<td>Director of Music (non-ordained)</td>
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<tr>
<td>no exp.</td>
<td>Associate Pastor (Other) Mission Co-worker (International)</td>
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<tr>
<td>Pastor (Church Planter, New Worshipping Community)</td>
<td>Christian Educator (Certified)</td>
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<tr>
<td>Pastor (Transformation/Redevelopment)</td>
<td>Christian Educator (non-certified)</td>
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<tr>
<td>Pastor Interim</td>
<td>Administrator</td>
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<td>Pastor ( for a designated term)</td>
<td>Funds Developer</td>
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<td>Pastor (Other Temporary i.e., Supply, Student)</td>
<td>Finance Manager</td>
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<tr>
<td>Pastor, yoked/parish</td>
<td>Media Specialist</td>
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<td>Co-pastor</td>
<td>Communicator</td>
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<td>Executive Pastor</td>
<td>Coordinator</td>
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<tr>
<td>Evangelist or Mission Pastor</td>
<td>Youth Director (non-ordained)</td>
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<tr>
<td>Bi-vocational/Tentmaker</td>
<td>Other</td>
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<td>Chaplain</td>
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<td>Pastoral Counselor</td>
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<td>College/Seminary Faculty</td>
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<td>Seminary Staff</td>
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<tr>
<td>Campus Ministry</td>
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<tr>
<td>General Presbyter/Executive Presbyter</td>
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<td>Presbytery Leader</td>
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<tr>
<td>Stated Clerk (Presbytery)</td>
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<td>Synod Executive</td>
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<tr>
<td>Mid-Council Program Staff</td>
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Revised 3/2016
You may also specify the position title (if appropriate)_____

*Employment Status

____X Full Time        _____ Part Time        _____ Open to Either

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

Is this a yoked congregation?  __X__No     _____Yes
(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes ______ No __X__

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 ________________________________

Language Requirements

____X_ 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  __X__Yes  _____No

Mission Statement

What is your congregation’s or organization’s Mission Statement?
Mission Statement: We seek to make and grow disciples of Jesus Christ by building bridges for His Gospel between God and people, between one another in community, and between our church and the world.
Vision Statement: Patuxent Presbyterian is called by God to build bridges for the Gospel in Southern Maryland and the world.

Revised 3/2016
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.

Patuxent Presbyterian Church strives to realize our vision statement to build bridges for the Gospel as a biblically based (II Tim. 3:16), welcoming community, honoring Christ as the only way of salvation (Acts 4:12). We are members of the Presbyterian Church (USA) and The Fellowship Community. It is not the work of a single person, but rather God working through a body of believers that draws people to Patuxent Presbyterian.

We build bridges on Sundays through:
- A single worship service, blending traditional & contemporary elements
- Sermons that carefully interpret and apply the teachings of the Bible
- Music brought by choir, youth praise band, organ, piano, guitar, handbells & more
- Technology including projection of slides & videos, and livestream
- Youth-led worship services
- Sunday School for children & adults, including a Zoom class reaching multiple states

We build bridges during the week through:
- Honey MacCallum (HMC) preschool, which builds a foundation of faith for life
- Small groups for Bible study, fellowship & service
- Youth group where youth grow, socialize, invite friends, and do service projects
- Congregational Care ministries that meet the spiritual & physical needs of the Body, a loving presence during the joys & sorrows of life
- Prayer ministries providing a powerful connection to God
- Fellowship gatherings that draw us closer
- Annual men’s, women’s & youth retreats to strengthen our faith and deepen our fellowship

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

Patuxent Presbyterian Church, fondly known as “Pax Pres,” is situated in Southern Maryland on the western shore of the Chesapeake Bay, an hour and a half south of Washington, D.C. The completion of the Thomas Johnson Bridge in 1977 and the growth of the Patuxent River Naval Air Station have helped the area grow, but it retains a rural atmosphere. The air station employs roughly 2,400 active-duty...
military and 20,000 civilian contractors and government employees. Since the start of the pandemic in 2020, Pax Pres has welcomed 46 new members.

Pax Pres dedicates 10% of our budgeted income to outreach missions. We *build bridges* locally through VBS, HMC and other local outreach programs. We support and provide volunteers for 20 ministries such as:

- Four local food pantries and soup kitchens
- Wrapping Arms `Round Many (WARM), which houses & feeds the homeless in our facility for one week each winter
- Care Net Pregnancy Center
- Habitat for Humanity

We *build bridges* nationally & internationally in a variety of ways. Members take mission trips to WV and Haiti. Pax Pres is a drop-off center for Operation Christmas Child, collecting 33% of the shoe boxes for St. Mary’s County in 2021. We also support missionaries worldwide:

- Alaska - YoungLife with Club Beyond
- Japan - Leadership Training and Church Planters
- Asia – Campus Crusade for Christ
- Thailand – Youth with a Mission
- Peru – Network of International Christian Schools
- Washington, D.C. – InterVarsity
- Europe – Pioneers

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

In the fall of 2021, our church adopted new vision and mission statements, with an emphasis on *building bridges* for the Gospel. In keeping with our focus on forming and nurturing connections and relationships, our new associate pastor can help to:

- Equip parents to disciple their children
- Engage children and youth in worship
- Expand the ministry to HMC preschool children
- Create opportunities for HMC preschool parents to hear the Gospel message and feel welcomed to Pax Pres
- Establish a mission/service component of youth group
- Link the Pax Pres youth group with youth groups at other local churches

Revised 3/2016
● Support BELONG (Bridging Everyone Linking Older and Newer Generations)--an initiative to plan church-wide activities that bring disciples of all ages together for fellowship and a sense of community (Romans 12:5)
● Minister to the body of Christ at Pax Pres by working collaboratively with our senior pastor and elders
● Initiate and support creative ways to reach children, families, and youth as we build up the next generation of Christ followers

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

We prayerfully seek an associate pastor who in close collaboration with the senior pastor and elders, will implement a team-based discipleship and evangelism strategy to build bridges for the Gospel for families, children, and youth at Pax Pres. An associate pastor who also will:

● Rest in God’s providence, be devoted to Jesus and dependent on the Holy Spirit
● Preach and teach as needed with Bible-based sermons
● Love the church and its people, be a trusted advisor and counselor, and build solid relationships of trust and respect within the church
● Be a great communicator and collaborator; support the ministries of the church in working to strengthen the congregation, HMC, and surrounding communities
● Be a good example, be genuine, show spiritual maturity and personal growth, be a lifelong learner, and demonstrate integrity
● Take initiative while also being flexible
● Work with session and others to champion the needs of families, children, and youth across all ministries of the church
● Be able to see the long-term effects of actions and planning; anticipate and weigh implications of decisions made by session and various ministries
● Have a healthy sense of self-worth with a good sense of humor

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

In 2021, Pax Pres hired a Pastor/Head of Staff who has worked diligently to create and execute a new mission and vision statement for the church. We are looking for an associate pastor to support our
church’s vision, while focusing on growing connections within the church and community. The responsibilities of the AP will be to:

- Establish an overarching team to integrate and strengthen Pax Pres ministries to families, children, and youth within our church and community
- Preach and lead worship about once a month, and provide pastoral care in collaboration with our senior pastor
- Supervise the directors of youth ministry and HMC Preschool, as well as oversee the volunteer staff of various ministries
- Connect youth with other ministries and missions within the church and surrounding communities
- Together with the senior pastor and session, discern best strategy for ministry to other young demographics (40-and-under) not included in “family, children, and youth” nomenclature; e.g. Pax Pres college students; young adults; young professionals
Website References:

**Patuxent Presbyterian Church**
Website [www.paxpres.com](http://www.paxpres.com)
Instagram [https://instagram.com/patuxentpresbyterianchurch](https://instagram.com/patuxentpresbyterianchurch)
YouTube Channel [https://youtube.com/c/PatuxentPresbyterianChurch](https://youtube.com/c/PatuxentPresbyterianChurch)

**St. Mary’s County Information**
[https://www.visitstmarysmd.com/](https://www.visitstmarysmd.com/)

**Calvert County Information**
[https://choosecalvert.com/](https://choosecalvert.com/)
**LEADERSHIP COMPETENCIES**

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

<table>
<thead>
<tr>
<th>THEOLOGICAL/SPIRITUAL INTERPRETER</th>
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<tbody>
<tr>
<td><strong>Compassionate</strong> – 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.</td>
<td><strong>Hopeful</strong> – 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.</td>
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<tr>
<td><strong>Preaching and Worship Leadership</strong>: 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.</td>
<td><strong>Spiritual Maturity</strong>: 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.</td>
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<tr>
<td><strong>Lifelong Learner</strong> – 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.</td>
<td><strong>Teacher</strong> – 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.</td>
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<tr>
<th>COMMUNICATION</th>
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<tbody>
<tr>
<td><strong>Communicator</strong> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.</td>
<td><strong>Bilingual</strong> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.</td>
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<tr>
<td><strong>Public Communicator</strong> - 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.</td>
<td><strong>Media Communicator</strong>: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)</td>
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<tr>
<td><strong>Technologically Savvy</strong> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.</td>
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**ORGANIZATIONAL LEADERSHIP**

Revised 3/2016
| Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations. | Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission. |
| Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization. | Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings. |
| Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society. | Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage. |
| Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo. | 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. | 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. |
| 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. | X |

Revised 3/2016
### INTERPERSONAL ENGAGEMENT

<table>
<thead>
<tr>
<th>X</th>
<th><strong>Interpersonal Engagement</strong> - 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.</th>
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<tbody>
<tr>
<td></td>
<td><strong>Bridge Builder</strong> – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</td>
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<thead>
<tr>
<th>X</th>
<th><strong>Motivator</strong> - 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.</th>
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<tbody>
<tr>
<td></td>
<td><strong>Personal Resilience</strong>: 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</td>
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<tr>
<th>X</th>
<th><strong>Initiative</strong>: 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.</th>
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<td><strong>Flexibility</strong> - 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.</td>
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| | **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. |

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**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 $64,800 Maximum Effective Salary $80,000

Housing Type

_____ Manse

X Housing Allowance

_____ Open To Either (Manse or Housing Allowance)

_____ Not Applicable (For Non-pastoral Positions Only)

Revised 3/2016
*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?

X 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: Glenda Lytle
Address: Please use church address, Attn: Glenda Lytle
Phone Numbers  (301) 863-5593 (H) (301) 904-0889 (C)
Relation: Long time member of Pax Pres
E-mail: glenda.lytle@gmail.com

Name: LuAnn Smouse
Address: Please use church address, Attn: LuAnn Smouse
Phone Numbers (240) 298-9231
Relation: Member of Pax Pres, former Sunday School Superintendent
E-mail: lsmouse19@gmail.com

Revised 3/2016
Name: Kristine Millen, Executive Director
St. Mary's Caring Soup Kitchen

Address:
P.O. Box 144
20850 Langley Rd, Lexington Park, MD 20653
Phone Numbers: 301-863-5700; 301-481-9194 (cell phone)
Relation: Local ministry partner
E-mail: stmcaring@gmail.com

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

Name: Bob Hagan
Address: 23421 Kingston Creek Rd., Attn: Bob Hagan/APNC
City: California State: MD Zip Code: 20619
Preferred Phone: 301-904-6225
Alternate Phone: N/A
E-mail Address for PNC Communications (required): apnc@paxpres.org

ENDORSEMENTS
Pastor Nominating Committee/
Search Committee_________________________________________ Date _________

Signature

Clerk of Session_________________________________________ Date _________

Signature

Presbytery_______________________________________________ Date _________

Signature

Revised 3/2016