MINISTRY INFORMATION FORM

Ministry Name  First Presbyterian Church
Mailing Address  31 Bedford Road
City Katonah State NY Zip Code 10536
Telephone Number 914-232-4568 Fax Number
Email  office@katonahpresbyterian.org
Web site  www.katonahpresbyterian.org

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

Average Worship Attendance  70.4/week, 327/month
Church School Attendance  5-8/ wk. (pre-COVID 25-35)
Church School Curriculum using a One Room Schoolhouse concept currently (pre-COVID used a homegrown curriculum developed by the Director of Christian Education and the CE Curriculum Task Force)

☐ X 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
- .8% Black or African American (African Native, Caribbean)
- 1.1% Hispanic Latino/Latina, Spanish
- Middle Eastern
- Native Hawaiian or Other Pacific Islander
- 97.0% White

Other __________________________

Presbytery _______ Hudson River Presbytery _______ Synod ___ Synod of the Northeast

Community Type (select one)

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

Clerk of Session Contact Information:

Name __________________________

Address __________________________ City __________________________

Preferred Phone __________________________ State _______ Zip Code _______

E-mail __________________________ Alternate Phone __________________________
*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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<tbody>
<tr>
<td>Above 10 yrs.</td>
<td>Solo Pastor</td>
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<td>General Assembly Staff</td>
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<td></td>
<td>Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)</td>
<td></td>
<td>Church Business Administrator</td>
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<td></td>
<td>Head of Staff (supervised one teaching elder and other staff)</td>
<td></td>
<td>Executive Director</td>
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<td></td>
<td>Associate Pastor (Christian Education)</td>
<td></td>
<td>Director of Music (non-ordained)</td>
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<tr>
<td></td>
<td>Associate Pastor (Youth)</td>
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<td>Minister of Music (ordained)</td>
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<tr>
<td></td>
<td>Associate Pastor (Other)</td>
<td></td>
<td>Mission Co-worker (International)</td>
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<td></td>
<td>Pastor (Church Planter, New Worshipping Community)</td>
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<td>Christian Educator (Certified)</td>
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<td></td>
<td>Pastor (Transformation/Redevelopment)</td>
<td></td>
<td>Christian Educator (non-certified)</td>
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<td></td>
<td>Pastor Interim</td>
<td></td>
<td>Administrator</td>
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<td></td>
<td>Pastor (for a designated term)</td>
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<td>Funds Developer</td>
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<td></td>
<td>Pastor (Other Temporary i.e., Supply, Student)</td>
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<td>Finance Manager</td>
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<td>Pastor, yoked/parish</td>
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<td>Media Specialist</td>
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<td></td>
<td>Co-pastor</td>
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<td>Communicator</td>
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<td></td>
<td>Executive Pastor</td>
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<td>Coordinator</td>
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<td></td>
<td>Evangelist or Mission Pastor</td>
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<td>Youth Director (non-ordained)</td>
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<td></td>
<td>Bi-vocational/Tentmaker</td>
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<td>Other</td>
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<td></td>
<td>Chaplain</td>
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<td></td>
<td>Pastoral Counselor</td>
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<td></td>
<td>College/Seminary Faculty</td>
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<td>Seminary Staff</td>
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<td></td>
<td>Campus Ministry</td>
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<td></td>
<td>General Presbyter/Executive Presbyter</td>
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<td></td>
<td>Presbytery Leader</td>
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<td></td>
<td>Stated Clerk (Presbytery)</td>
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<td>Synod Executive</td>
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<td></td>
<td>Mid-Council Program Staff</td>
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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  X  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 ........................................................................................................

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?

We strive to be an inclusive, vibrant, caring church family, nurtured and strengthened in faith, reflecting God’s love.

We make God’s love visible, as Jesus taught, by:

- nurturing our faith through prayer, worship, and education;
- building deeper relationships through care and fellowship;
- serving those in need through mission and outreach; and
- inviting and welcoming all.
1. What is the congregation’s or organization’s vision for ministry? Additionally describe how this vision is lived out.

Katonah Presbyterian enjoys a keen sense of community. Celebrating 150 years, KPC has had a lasting impact on the community with many local charities beginning as a church program or by a member of the Church.

Mutual care of one another, especially during difficult times, is pronounced. Care is offered through prayer, meals, transportation, and visits. The most notable effort to make God’s love visible in the community is the week-long Rummage Sale every Spring. We have also partnered with the two nearby Correctional Facilities, the Community Center, and NYC homeless to help those often overlooked. Our mission dollars reach immigrant workers, local shelters, disaster relief in the U.S. and Caribbean, and many charitable organizations.

Sunday worship is central to the life of our church. We have benefitted from socially conscious and strong intellectual pastoral leadership. Sermons incorporate references to current events, modern literature, and a refreshed lens through which to view the gospel message. The diverse music program incorporates piano and organ music, several bell choirs, a worship choir, and instrumental music. Sunday school is held for children during the service, and high school youth have fellowship afterward. Both the bell and youth groups travel domestically and internationally on mission trips.

We want to take steps to safeguard and build upon these strengths, while exploring how to concentrate our efforts, given declining numbers and aging population.

(1494 characters)

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

KPC strives to be a spiritual home for all, a place of comfort and vitality in making God’s love visible in the world. Recognizing the needs of our community are evolving, we want to refresh our approaches to meeting those needs.
We must engage families in new ways given their busy schedules. We are looking for different approaches to support families, through affinity groups, more short-term mission opportunities, social fellowship events and new approaches to teaching God’s word through Christian Ed.

We have to address a growing, older population. An active Deacon group already deals with many needs. We would like to involve the congregation in more intergenerational mission work and fellowship. We hope to offer more adult education groups as well.

We are a traditional model worship church, but we realize the need to balance the traditional with more modern elements and to introduce greater diversity in our music and worship format.

We want to increase our visibility in the local community to show newcomers our efforts to make a difference. We are proud of our mission devotion and would like to partner with nearby faith-based organizations on local issues.

We are ready to try new approaches to building our congregation. We hope to demonstrate our vitality and purpose by organizing new activities to bring us together. We want to be a spiritual home for all ages to share whatever is in their hearts and on their minds be it vulnerabilities, faith questions or life’s challenges.

(1496 characters)

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


The successful candidate will be instrumental in strengthening fellowship by encouraging self-organizing affinity groups; tailoring offerings to the needs of families; balancing “pure” fellowship events with fundraising; and promoting youth fellowship that is either social or mission-oriented, ideally both.

Helped by an able pastor, we envision experiments with the format-flow of our worship, balancing solemnity with energy and traditional with modern elements, introducing greater musical diversity.
With his/her help we wish to experiment with the time-format of Christian Education, revisiting our objectives, re-imagining delivery models, and re-invigorating Adult Education.

In mission and outreach, skill, energy and focus by the pastor are key to maintain the effectiveness of our ministries, preserving what is effective and examining how to include more working families, while exploring how to concentrate our efforts.

A new pastor will assist the congregation in reviewing its governance model, clarifying roles and responsibilities to empower our widely shared leadership, creating the conditions for success. As part of this effort, we look to improve timeliness and pertinence of communications, to smoothly resolve conflicts, and to promote overall transparency.

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

The next pastor(s) called to Katonah should ideally be grounded in faith, bringing a mature spirituality to the interpretation of scripture. A congregation of learners, we appreciate a good sermon and service. A pastor who relates personal and religious experience to connect with KPC, will be an asset.

The new pastor will be looking for ways to engage people and their needs, showing a strong compassion for any who suffer or hurt, reaching out proactively and continuously to all. With many intergenerational families, KPC is looking for a leader who can connect with younger members, making church relevant in their lives. At the same time, an understanding of the needs of aging congregations necessitates continual, sensitive pastoral care.

The pastor should bring strategy and imagination to seek new opportunities for outreach within our church and communities, abetted by an ability to make decisions and then clearly communicate them.

Calm in the face of turbulence or discord, the pastor would address conflict in the most sensitive and persuasive way.

A good listener, the pastor would work well with members of staff and congregation, using technology to facilitate solutions.
As a church with many programs, set against the backdrop of declining numbers, we challenge ourselves to fulfill all our opportunities with needed volunteers and funding. We wish to better align our ministries by achievable outcomes. We seek a pastor who will offer strategic guidance moving toward this goal. (1495 characters)

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

We understand the expectations set forth are extensive and all-encompassing. That is a challenge for any interested candidate. The leadership and congregation commit to working with our pastor in formulating priorities and setting parameters or boundaries for the work to be accomplished. Areas of responsibility:

- Plan worship with input from music staff and Worship committee (incl. liturgists, children’s sermon).
- Combine passion for scripture with courage to trial new ways of sharing the message.
- Be familiar with members and families. Proactively outreach to less frequent visitors.
- Attend fellowship events and meetings: Nominating, Worship, Deacons, Presbytery, others as possible.
- Coordinate multiple committees, promoting appropriate governance or organizational change.
- Oversee staff and volunteers.
- Seek the best in everyone to accomplish our mission: funding (Finance & Stewardship), the physical plant (Buildings & Grounds), participation (Visibility, Membership and Fellowship).
- Communicate to inform, connect, and align.
- Encourage a vibrant Presbyterian Women’s organization.
- Confidentially call on congregants suffering from illness or loss, making referrals to specialists, coordinating with Deacons.
- Overall demonstrate how a pastor and congregation can deliver care, sensitivity, hospitality and teaching to further our mission. (1456 characters)
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)

https://www.niche.com/places-to-live/katonah-westchester-ny/

https://www.niche.com/places-to-live/somers-westchester-ny/


https://www.katonahpresbyterian.org/blog/categories/news
**THE LEADERSHIP TEAM**

(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. |
| 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. | **Spiritual Maturity:** 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. |
| **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. |
| **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.) |
| **Technologically Savvy** - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry. |  |
# ORGANIZATIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Advisor</strong></td>
<td>- an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.</td>
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<tr>
<td><strong>Change Agent</strong></td>
<td>- having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.</td>
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<tr>
<td><strong>Contextualization</strong></td>
<td>- the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</td>
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<tr>
<td><strong>Culturally Proficient</strong></td>
<td>- having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</td>
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<tr>
<td><strong>Externally Aware</strong></td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Entrepreneurial</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Risk Taker</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Task Manager</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Willingness to Engage Conflict</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Decision Making</strong></td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Organizational Agility</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Strategy and Vision</strong></td>
<td>- 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.</td>
</tr>
<tr>
<td><strong>Financial Manager</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Funds Developer</strong></td>
<td>- 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.</td>
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<tr>
<td><strong>Collaboration</strong></td>
<td>- 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</td>
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good judge of talent and can accurately assess the strengths and limitations of others.

<table>
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<tr>
<th>INTERPERSONAL ENGAGEMENT</th>
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<tbody>
<tr>
<td>X</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>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</td>
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<tr>
<td>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.</td>
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<td>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.</td>
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<tr>
<td>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.</td>
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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 $102,000 Maximum Effective Salary$

Housing Type X Manse

Housing Allowance

Open To Either (Manse or Housing Allowance)

Not Applicable (For Non-pastoral Positions Only)
*EQUAL EMPLOYMENT OPPORTUNITY*

The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church “…as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.”

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

___ Yes  
___ No

REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

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

Name: Peggy Martin
Address: 19 Summit Circle
City: Somers State: NY Zip Code: 10589
Preferred Phone: 914-772-1787 (cell)
Alternate Phone: 914-277-5013 (home)
E-mail Address for PNC Communications (required): peggybmartin@gmail.com