

CIF (Part I) - Step 3 of 5

Ethnic Composition Of Congregation (in %):

Enter the percentage of each racial ethnic component of your congregation.

1% African American
 95% Caucasian
 1% Chinese
 Hispanic Mexican/Central American
 Hispanic Puerto Rican
 Japanese
 2% Korean
 Native American
 Taiwanese
 1% Other Asian
 Other

CIF (Part I) - Step 4 of 5

Presbytery: Philadelphia Synod: Trinity

Community Type (select one)

| | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Rural | <input type="checkbox"/> Village | <input type="checkbox"/> Town |
| <input type="checkbox"/> Small City | <input checked="" type="checkbox"/> Suburban | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Inner City | <input type="checkbox"/> College | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> N/A | |

CIF (Part I) - Step 5 of 5

Clerk of Session Details:

N.B.: All PIF-related correspondence should be sent to this address.

Name: Robert J. Hoelscher

Address: 928 Cedargrove Road

Wynnewood, PA 19096-1630

Preferred Phone: 215-670-6877 (O) Alternate Phone: 610-642-5812 (H)

E-mail: robert.hoelscher@wachovia.com

FAX: 215-670-6907

Church Information Form (Part II)

Step 1 of 7

Church/Organization ID: No. 07930

Church/Organization Name, City, State: The First Presbyterian Church of Ardmore, Ardmore, 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 type="checkbox"/> Pastor (Solo) |
| <input type="checkbox"/> Campus Minister | <input checked="" 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.*

Ardmore Presbyterian Church (“APC”) is a friendly, caring community of believers who come together under the Lordship of our Savior Jesus Christ to worship God and glorify God in thought, word and deed. Increasingly diverse in background, we are united by our common faith in the risen Lord, whose life, death, and resurrection has redeemed us to God and reconciled us to one another. In grateful love, we seek to honor Christ through our faithful obedience to his teachings as revealed in the inspired words of the Bible, our sole authority for faith and action.

With the help of the Holy Spirit, we follow Christ:

- In our Worship of God, through which by Word and Sacrament we glorify God and come to know God more fully;
- In our Teaching of God, through which scriptural truths are affirmed and passed down to succeeding generations, and by which we are equipped to apply our faith to our daily lives; and
- In our Service to God, through which we share in Jesus’ sacrificial love for humanity in our active concern for the physical and spiritual needs of those in our church, the community around us, and the larger world.

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.

APC is a warm, welcoming, and unified congregation which celebrated its centennial in 2007. The church has experienced a decade of growth in membership and is reviewing and expanding educational, fellowship and mission opportunities. The church is grateful for and committed to its traditions in worship and music.

Worship defines the APC experience, with a formal yet comfortable style and a history of strong preaching. Although members hold diverse viewpoints within the Reformed tradition, our worship emphasizes what we have in common through the gospel. A single Sunday service creates a sense of community.

Music is a highly valued gift at APC. Led by an exceptional full-time music director, the music is traditional and is an act of worship. Opportunities for participation include Chancel, Cherub, Children's, Youth and Handbell choirs. A number of members are skilled musicians and contribute to worship services.

APC provides a variety of education programs. Adults participate in Sunday School, Prayer Fellowship and Bible Studies. Children leave worship after a Children's Sermon to attend Sunday School. Weeknight children's and youth groups offer fellowship as well as education, as do youth conferences and retreats.

ACP financially supports many mission projects. Recent mission trips to the Gulf Coast and Guatemala reflect a desire for more hands-on mission involvement.

More information about APC is available in the Church Study posted at www.ardmorepres.org.

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

Many people have been drawn to APC by its traditional styles in worship and music. Congregational members are now increasingly involved in welcoming and in worship leadership. The church is known for its friendly atmosphere, and has recently added members from around the world.

APC's Preschool, a traditional Christian education program now in its 60th year, enrolls 72 children ages 2-5 and over the years has led many families with young children to join the church. Both the Preschool and the popular Vacation Bible School program draw participants from the community at large.

The membership has become increasingly generous, with pledges having risen from \$291,876 for 1998 to \$452,320 for 2008, and the church is very close to meeting a long-held goal of tithing for mission from its operating budget of \$821,226.

The church's extensive physical plant includes a Gothic sanctuary, an intimate chapel, and a large education wing. The excellent acoustics in the sanctuary provide a performance venue for visiting choirs and other artists. The facility is used by many congregational and community groups.

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

As Christians we understand that the problems confronting the world are the result of sin, humankind's willful separation from the love of God. The church responds with a message of hope: that through Jesus Christ we are forgiven, reconciled to God and given a new life free from the burden of sin; and that through him the world will be redeemed and restored. We preach this message from the pulpit, and strive to live this message in acts of mercy through which the love of Christ is made apparent to all.

Our message of hope requires first that we minister to our members, providing opportunities for spiritual growth through Bible study, prayer and fellowship. Our message of hope also requires our service to the larger community. Following Christ's call, we share his message of redemption to all, reaching out to those who do not know of God's love, and welcoming those who are searching and unfamiliar with our faith. We witness to Christ's love through assistance to the

poor, hungry, homeless and all others in need.

In all these ways, the church responds to the world's despair by proclaiming God's message of hope, that all may participate in God's gracious plan of redemption.

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: Rev. Jack M. Maxwell, Ph.D.

Address: 951 Boulder Lane, Berwyn, PA 19312-2101

Phone Number: 610-647-7337

Relation: Liaison with Committee on Ministry of the Presbytery of Philadelphia

E-mail: jmmaxwell1@comcast.net

Name: Rev. S. Sturgis Poorman, Jr.

Address: 107 East Montgomery Avenue, Ardmore, PA 19003 (until 4/15/2008)

Address: 275 South Bryn Mawr Avenue, Apt. H-1, Bryn Mawr, PA 19010 (after 4/15/2008)

Phone Number: 610-642-0992

Relation: former Parish Associate; presently Pastoral Helper

E-mail: sspjrp@yahoo.com

Name: Rev. Deborah A. McKinley

Address: 428 Pine Street, Philadelphia, PA 19106

Phone Number: 215-925-8051 (O)

Relation: 2008 Moderator, Presbytery of Philadelphia

E-mail: debbie@oldpine.org

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?*

Ministerial Responsibilities

- Serve as principal leader of worship, preaching the Word regularly and administering the Sacraments.
- Serve as lead teacher of Adult Sunday School and other classes.
- Attract and develop prospective new members, and teach the annual communicant class.
- Expand opportunities for lay participation in worship; encourage and train lay leadership.

Pastoral Responsibilities

- Visit with members who are in hospitals, are homebound, or ill, and with members who are at Rosemont Presbyterian Village and other retirement communities.
- Officiate at weddings and funerals.
- Provide spiritual advice, prayer, and counseling.
- Increase outreach and mission.

Administrative Responsibilities

- Act as Moderator of the Session and Moderator of meetings of the congregation.
- Act as Head of Staff, with reporting relationships with all staff except Preschool teachers
- Participate in the work of the Presbytery.

Advisory Responsibilities

- Advise and counsel standing committees of the Session and the Board of Deacons.
- Work with the Session and congregation in developing and implementing a forward-looking, long-term strategic plan for this church.

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

Personal characteristics.

- Believe in Jesus Christ as Lord and Savior and seek the guidance of the Holy Spirit in all aspects related to pastoral work.
- Work collegially with church staff, officers, and volunteers.

Professional qualifications

- Be able to preach inspiring sermons, act as a leader in worship, and contribute to the warm and welcoming environment of Sunday services. Sermons should be centered on the biblical text and be interpreted consistent with Reformed theology.

- Inspire, direct, develop and support lay leaders and volunteers in areas such as Sunday school teaching, congregational fellowship, and mission work.

- Direct the church staff and act as the head of staff. Accept the responsibility of leadership, but also be able to delegate work to the staff and the appropriate committees. Work with the personnel committee to manage anticipated staff transitions due to retirements.

- Participate in and lead the current Christian education programs. Develop a vision for additional program offerings, especially in the areas of Christian education, youth and young adult ministry, and fellowship, and oversee their implementation and staffing.

- Have compassion for the members of the church across all generations, and actively engage in hands-on pastoral care and church fellowship.

Primary Skill Choices:

Required:

Corporate Worship / Sacraments
Preaching
Pastoral Care
Leadership of Staff / Volunteers

Desired:

Communication (Written / Oral)
Involvement in Mission Beyond Local Church
Stewardship and Commitment Program
Teaching
Strategic Planning
Congregational Fellowship

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 \$80,000 Maximum **Effective** Salary \$_____

Housing Type _____ Manse
 Housing Allowance
 _____ Open To Either
 _____ Not Applicable (*For Diversified Positions Only*)

Geographic Choices: *Unlimited*

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

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Pastor Nominating Committee/Search Committee Chairperson Detail:

Name: Donald H. Poorman

Address: 128 Eachus Avenue

Rosemont, PA 19010

Preferred Phone: 610-525-7564 (H)

Alternate Phone: 610-251-2878 (O)

FAX: None

E-mail Address for PNC Communications: brick476@verizon.net

Endorsements

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.