



**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 11212

Ministry Name Plymouth Presbyterian Church

Mailing Address 3755 Dunkirk LN

City Plymouth State MN Zip Code 55446

Telephone Number 763-599-2946 Fax Number N/A

Email office@plymouthpc.org

Web site <http://www.plymouthpc.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 86



Church School Attendance _____ 20 _____

Church School Curriculum Learning the Bible through its stories

☐ 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

2 % Black or African American (African Native, Caribbean)

1 % Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

96% White

Other _____

Presbytery Twin Cities Area Synod Lakes and Prairies

Community Type (select one)

_____ College

_____ Rural

X Suburban

_____ Small City

_____ Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name Lucille "Lu" Wilmot

Address 3755 Dunkirk LN

City Plymouth State MN Zip Code 55446

Preferred Phone 763-476-1824 Alternate Phone _____

E-mail clerkofsession@plymouthpc.org 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)**

Years of Experience	Position Type	Years of Experience	Position Type
2-5 years	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)
	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 Presbyterian/Executive Presbyterian Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) Solo Pastor

***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	<u></u>	Interim Executive Presbyter Training	<u></u>
Certified Christian Educator	<u></u>	Certified Business Administrator	<u></u>
Certified Conflict Mediator	<u></u>	Clinical Pastoral Education Training	<u></u>
Other <u></u>			

Language Requirements

<u>X</u> English	<u></u> Spanish	<u></u> Korean	<u></u> French
<u></u> Arabic	<u></u> Armenian	<u></u> Creole	<u></u> Portuguese
<u></u> Japanese	<u></u> Russian	<u></u> Swahili	<u></u> Burmese
<u></u> Cambodian	<u></u> Indonesian	<u></u> Laotian	<u></u> Thai
<u></u> Vietnamese	<u></u> Taiwanese	<u></u> Cantonese	<u></u> Mandarin Chinese
<u></u> Twi	<u></u> Sign Language	<u></u> Other	

Statement of Faith Required Yes X No

Mission Statement

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

As Christians, we boldly celebrate God's gift of Jesus Christ as the driving force in our lives. As we witness to the love of God, we seek to be accepting and inclusive. Instructed by God's Word, empowered by God's Spirit, we accept our responsibility to change our world through our beliefs, behavior, and stewardship.



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.

Members view Plymouth Presbyterian Church (PPC) as a family, where we feel church is an integral part of our lives. We feel connected to others in the church.

We serve those in need in the community and in our congregation.

Our ministry is thriving, not just surviving.

People who attend say, "I get something from PPC; I am glad we are here."

We welcome diversity across age, race, culture, marital status and sexual orientation. All feel welcome.

Our community uses church facilities to provide services outside our ministry, such as support groups, day-care, and pre-school.

We reach out to spread Jesus' love and messages with believers and with those who are seeking more in their lives.

Faith is developed and nurtured, not only in the youth but the adults as well. We provide core Bible teachings and how they apply in our lives.

We acknowledge that we have more questions than answers.

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

We are called to be a caring community whose actions reflect God as the source of our strength and ability.

To meet the needs of the world around us we minister to the spiritual, intellectual, physical, and emotional needs of our community by praying, acting, listening, and rejoicing in order to share the



love of Jesus. This is accomplished through worship, fellowship, and study. Assistance is provided through meals, rides, finance, care packages, weddings and funerals.

We seek to reach out to be the hands and feet of God, looking for ways to support the needs of our community and raise awareness of who we are. We work with local and national organizations to address these emerging needs.

Our focus is on issues of hunger, supplying food donations to a local food shelf, [IOCP](#), where we volunteer with food distribution and work in their retail shop.

We gather following worship to make sandwiches for [Love One Another](#), which helps to feed the homeless.

Youth and adult members participate in a Sleep Out program with [IOCP](#) to help raise funds and awareness of the homeless, participate in yearly mission trips, assist the Salvation Army and [Feed My Starving Children](#).

Regular Bible studies inspire and guide members to faithful discipleship. A monthly study is held at the [Presbyterian Homes](#) to allow the residents to participate.

We are reviewing ways we can assist young children in need through [Caring for Kids Initiative](#).

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

PPC needs revitalization. Our pastor will guide and inspire us toward our goals and vision through preaching, leadership, training, management, biblical knowledge and pastoral care.

Preaching moving sermons is a major element in our worship service. It is the sermon, along with music and personal contact, which most members find memorable. Bible-based sermons that are applicable to today's life and have personal meaning will inspire us to reach our vision and goals.

Action toward our vision and goals will require leadership. Leadership areas are the session, deacons, youth programs, and various committees.

Provide training to staff and lay leaders to enhance our mission.

The pastor's management of the church is vitally important. Areas needing management are:

- Staff, requiring personnel skills
- Programs, which are integral to the church's existence
- Financial needs, requiring understanding and responsible management



Members expect and want our minister to be a biblical and theological resource.

Pastoral care in times of crisis is important but pastoral care is also needed at all times in the life of the church. Personal contact means so much to each of us and is remembered. Visitation by our minister should be a recurring part of every member's life.

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

You will be a person of God who exemplifies your walk with God in all you do. Faith in Christ, belief in the Holy Spirit and Word of God, and continual search to walk in Christ will be apparent in your words and deeds.

To set us at ease and attract new members, you will get to know us and learn our names and unique talents. Evident in your interactions will be the ability to look each person in the eye whether communicating one-on-one or preaching a sermon. Pastoral care will be a priority.

You will be enthusiastic, with passion for life and a sense of humor that will infect us. Your compassion and keen interest in others will make us all feel welcome.

You will engage in self-development and demonstrate healthy interpersonal boundaries.

You will feel ownership in PPC, confident in knowing God will guide you as you lead us.

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

You will have responsibility for:

Worship:

- Preaching, including creating new traditions that help us grow spiritually
- Conduct traditional services with contemporary influences
- Plan, coordinate and lead worship services, including music, bulletins, and related aspects

Grow the congregation spiritually, including leading us to reach out in Christ's love to the community

Administer the sacraments

Officiate at weddings and funerals



Pastoral care, including visitations and helping establish longer-term support as appropriate

Study other thriving churches for ideas, methods and programs from which we can learn

Leadership:

- Work with lay leadership to accomplish our primary objectives and vision
- Hold people accountable for responsibilities they accept
- Lead the session to extend our vision and ministry
- Provide inspiring leadership to ministry groups—giving direction without having to run or staff them
- Work with lay leaders to develop their leadership skills
- Delegate to staff to ensure good use of time and skills
- Provide staff feedback and development opportunities

Assess the needs of the community and increase outreach and service to and with the community

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)

<http://www.plymouthpc.org>

<http://www.iocp.org>

<https://www.fmssc.org>

<http://www.363days.org>

<http://www.summerwoodplymouth.org>

<http://www.iocp.org/outreach-services/education-youth/caring-for-kids/>



*LEADERSHIP COMPETENCIES

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

THEOLOGICAL/SPIRITUAL INTERPRETER			
	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.
X	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.	X	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.
X	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.)
X	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		



ORGANIZATIONAL LEADERSHIP

X	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.	X	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.	X	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.		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.		

***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 \$ _____ \$62, 000

Maximum **Effective** Salary _____ \$69, 000

Housing Type _____ 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?

☒ 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: _____ Jen Voca

Address _____

Phone Numbers _____ (920) 242-6160

Relation _____ new member

E-mail _____ jvoca13@gmail.com

Name: _____ Ann Foote

Address _____ 8940 Vandegriff Way, Maple Grove, MN 55311

Phone Numbers _____ Cell (612) 670-5534 or Home (763) 416-6208

Relation _____ charter member

E-mail _____ AnnF0805@comcast.net



Name: _____ Rich Smartwood
Address _____ 16595 Crooked Lake Road, Deerwood, MN 56444
Phone Numbers _____ (218) 678-2325
Relation _____ Executive Director of Presbyterian Clearwater Camp and Retreat Center
E-mail _____ rich@clearwaterforest.org

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

Name _____ Melonie Robran
Address _____ 19805 Olde Stubridge Rd
City _____ Corcoran _____ State _____ MN _____ Zip Code _____ 55340-9644
Preferred Phone _____ (612) 816-9202
Alternate Phone _____
E-mail Address for PNC Communications (required): _____ ppcpnc2017@gmail.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature