



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID

Ministry Name **Fifth Avenue Presbyterian Church**

Mailing Address **7 West 55th Street**

City **New York** State **NY** Zip Code **10019**

Telephone Number **212-247-0490** Fax Number **212-586-1387**

Email **apnc@fapc.org**

Web site **www.fapc.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 700



Church School Attendance 60

Church School Curriculum Custom

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.

 0 American Indian or Alaska Native
 11 Asian
 4 Black or African American (African Native, Caribbean)
 5 Hispanic Latino/Latina, Spanish
 0 Middle Eastern
 0 Native Hawaiian or Other Pacific Islander
 76 White
Other 2 _____

Presbytery **Presbytery of New York City** Synod **Synod of the Northeast**

Community Type (select one)

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

Clerk of Session Contact Information:

Name Ms. Jane Hong _____

Address 180 Cabrini Blvd, Apt 112 _____

City New York _____ State NY _____ Zip Code 10033 _____

Preferred Phone 646-552-8417 Alternate Phone 646-552-8417 _____

E-mail Janey@horangi.org FAX n/a _____



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

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
4 - 10 years	Associate Pastor (Administration)		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 Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



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

***Employment Status**

Full Time _____ Part Time _____ Open to Either
_____ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

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

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training _____	Interim Executive Presbyter Training _____
Certified Christian Educator _____	Certified Business Administrator _____
Certified Conflict Mediator _____	Clinical Pastoral Education Training _____
Other _____	

Language Requirements

<input checked="" type="checkbox"/> 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 Yes _____ No



Mission Statement

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

Fifth Avenue Presbyterian Church exists to proclaim, to be shaped by, and to live out the good news of Jesus Christ.

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.

In the Sermon on the Mount, Jesus taught Christians how to pray and gave instruction on how we are to live. Using key images from the Sermon on the Mount, Fifth Avenue Presbyterian Church (FAPC) describes its vision in this way:

We will be Christ's light, leaven and salt in New York City and beyond.

- **LIGHT**—shining a beacon of sacred hope for all who seek meaning and purpose for their lives; for all who are lost and walk in dark places; for all who are looking to embark upon or continue the journey of faith.
- **LEAVEN**—uplifting and transforming people's lives through inspiring worship, thoughtful study and compassionate service.
- **SALT**—building community and engaging New York City, seasoning this corner of God's world with Christ's grace and love.



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

We are constantly listening for God’s Spirit as we seek to direct our energies in faithful ways toward the needs of the community. While we have many ongoing, long-term mission commitments, our response to “emerging needs” has most recently resulted in:

- The Ecumenical Outreach Partnership—an innovative street ministry. Partnering with two other local parishes (St. Patrick’s Cathedral and St. Thomas Episcopal), and operating out of FAPC, we have developed a new street outreach program that addresses the medical, psychological and spiritual needs of homeless individuals and families with counseling, spiritual support, direct assistance (food, clothing and medical care), access to technology, assistance with government services and advocacy.
- A Place at the Table—a brand new outreach program targeting food insecurity that has skyrocketed during the pandemic by providing midday meal service in midtown Manhattan.
- Courageous Conversations—a series of short videos and a curriculum developed by our Anti-Racism Team that aim to foster healthy and faithful conversations about race and racism in small groups and the wider congregation.

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

The Executive Pastor advances the mission of Fifth Avenue Presbyterian Church by equipping and supporting the staff and the leaders of the church as they strive to bear witness to the gospel of Jesus Christ in New York City and beyond.

The Executive Pastor coordinates the work and responsibilities of the church’s other Associate Pastors and program staff as they seek *to be Christ’s light, leaven and salt in New York City and beyond*. The Executive Pastor directly supports and assists the office of the Senior Pastor in envisioning, planning, and developing ways for FAPC to be relevant and faithful in its ministry and mission.



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

- Deep faith in Jesus Christ and a love for the Church.
- Easily recognizable personality of warmth and caring; a pastoral “heart.”
- Commitment to shared ministry.
- Able to lead in collegial manner.
- Clear evidence of deep integrity personally and professionally.
- Energy for supervising and leading.
- Commitment to translate the good news of the gospel into the concrete practices of the church.

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

- Works with the Senior Pastor and lay leaders to create and guide vision and strategy for the church.
- Fosters a culture at FAPC that reflects the church’s commitment to hospitality and inclusivity, reflecting the love of God.
- Equips and encourages the entire staff team to support and pursue the vision and strategy set by church leadership.
- Ensures implementation of vision and strategy throughout program areas.
- Helps discern and communicate the vision within the church walls and beyond the church walls.
- Works directly with the Senior Pastor in ensuring the proper administration of the church and her resources.
- Oversees, equips, supports and helps maximize the productivity of the full staff team and their department processes.
- Supports the Senior Leadership Team as they work with their direct reports and administrative colleagues including coordinating and chairing the weekly SLT meeting.
- Implements values and policies in the Staff Manual in a fair manner, working with the Senior Minister and the Personnel Committee.
- Ensures all staff issues are addressed properly, efficiently and judiciously, and keeps track of progress until resolved.
- Leads necessary staff meetings aimed at creating clear lines of communication between colleagues in order to establish positive professional relationships among all staff members. Collaborates with colleagues in finance and maintenance to ensure the effective functioning of the church on a day-to-day basis.
- Participates in budget development and monitoring.



- Provides pastoral care to members of the church community including participating in a weekly pastoral care meeting, conducting weddings and funerals, and visiting church members in the hospital, care centers, and homes.
- Oversees aspects of the worship planning process as needed by the Senior Pastor including coordinating liturgist assignments and preaching assignments when necessary.
- Participates in worship regularly.
- Preaches 5-6 times a year plus special services.
- Teaches classes and leads educational programming as needed.

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.fapc.org/vision-values>
- <https://www.fapc.org/five-facts-about-fifth>
- <http://www.fapc.org/news>



***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.	X 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.
X	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		
X	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

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.
X	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.		Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.		Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization’s contact list; prepares statement of planned activities and enlists support for mission initiatives.
	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 **\$85,000**

Maximum *Effective* Salary **Based on Experience**

Housing Type _____Manse

X _____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.

Name **Rev. Dr. Charlene Han Powell**

Address **First Presbyterian Church, 2407 Dana Street, Berkeley, CA 94704**

Phone **510-848-6242**

Relation **Former Associate Pastor/Incumbent in Position**

E-mail **chp@fpcberkeley.org**

Name **Rev. Dr. Craig Barnes**

Address **Princeton Theological Seminary, PO Box 821, Princeton, NJ 08542**

Phone Number **(609) 497-7800**

Relation **Friend of Church**

E-mail **president@ptsem.edu**



Name **Rev. Patrick O'Connor**

Address **First Presbyterian Church in Jamaica, 89-60 164th Street, Jamaica, NY 11432**

Phone Numbers **(718) 526-4775**

Relation **Neighboring Pastor**

E-mail **patrickoconnor@firstchurchjamaica.org**

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

Name Mr. Kenneth Henderson

Address Fifth Avenue Presbyterian Church, 7 West 55th Street

City New York State NY Zip Code 10019


Preferred Phone (212) 247-0490 ext 3000


Alternate Phone _____

E-mail Address for PNC Communications (required): apnc@fapc.org

ENDORSEMENTS

Pastor Nominating Committee

Search Committee  Kenneth Henderson Date: 11.18.2020
Signature

Clerk of Session  Jane Hong Date: 11.18.2020
Signature

Presbytery *Elder David Richardson, CCM Chair* Date 12.8.2020
Signature
