



August, 2017

**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
(Form Revised 3/2016)**

MINISTRY INFORMATION FORM

Ministry ID 06095

Ministry Name First Presbyterian Church

Mailing Address 214 E. Thayer Avenue

City Bismarck State ND Zip Code 58501

Telephone Number 701-223-6091 Fax Number 701-255-7344

Email firstpresbyterian@fpcbismarck.com

Web site http://www.fpcbismarck.com/

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 140 - 170



Church School Attendance 20 Children + 17 Youth

Church School Curriculum Sparkhouse (Rotation)

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

____ Asian

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

____ Hispanic Latino/Latina, Spanish

____ Middle Eastern

____ Native Hawaiian or Other Pacific Islander

98% White

Other _____

Presbytery Northern Plains Synod Lakes and Prairies

Community Type (select one)

____ College

____ Rural

____ Suburban

X Small City

____ Town

____ Urban

____ Village

____ Recreation

____ Retirement

____ N/A

Clerk of Session Contact Information:

Name Alice Nix

Address 525 Dohn Avenue

City Bismarck State N.D. Zip Code 58503

Preferred Phone 701-751-7501 Alternate Phone _____

E-mail dnix15@bis.midco.net 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)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
X, 0 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 Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) **Pastor and Head of Staff**

***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?

“We are a community called to love God through worship and prayer, receiving and serving our neighbors with the compassion of Christ, open to new beginnings and the spiritual growth of children, youth and adults.”



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.

Bismarck recently experienced unprecedented growth due to the expansion of oil development within western North Dakota from 2006 – 2015. While Bismarck continues to grow, the pace has slowed primarily due to a slowdown in the expansion of oil development in our state. Recent growth brought with it cultural and economic diversity not previously experienced. During this time our church welcomed new members from those looking for a church. The church also retained the services of a fulltime Christian Education Director. As a result the church experienced a return to a vibrant youth program with programs and activities for youth of all ages as well as an active adult education program.

With a growing senior adult membership, a Parish Nurse Program is being revived due to generous gifts of recently deceased members. A part-time Parish Nurse will soon be added to our staff.

FPC Bismarck is searching for a pastor who has excellent preaching and worship leading skills, as well as administrative and finance capabilities. The ideal candidate will be a spiritually grounded pastor who is seen by others as trustworthy and authentic. We seek a hopeful and positive minded person who can provide stability and guidance through challenging times while motivating others in their faith and service to the church and community. We are also seeking a pastor who would be a teacher and create a learning environment where church members can become active students.

2. How do you feel called to reach out to address the emerging needs of your community or constituency?
The church experienced conflict in 2012 resulting in the departure of the Senior and Associate Pastors, a loss of membership and elimination of the Associate Pastor position. This was followed by an 18 month period with an Interim Ministry that included an effective period of healing and self-evaluation. A PNC was then formed that resulted in the call of an Installed pastor. That pastor left after 1 year for a variety of personal and professional reasons. It was subsequently decided to seek a Designated Pastor. The past 1-1/2 yrs. with a Designated Pastor has resulted in a very successful ministry, a growth in membership and a renewed enthusiasm within the church. Upon the announcement that our current Designated Pastor is retiring at the end of 2017, the Session initially decided to seek another Designated Pastor who can help continue the growth and the momentum that has been generated over the past 1-1/2 years. It was hoped that this



Designated Pastor position would result in a relationship that would transition to a Full Called Pastor position. It has since been decided to bypass the process of seeking a Designated Pastor and to form a PNC charged with the job of seeking an Installed Pastor as it has become apparent the Holy Spirit is encouraging the church to take this important step at this time.

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

FPC Bismarck's vision for ministry is one that provides for the spiritual growth of the congregation, equipping them to reach out to the larger community. A major mission of FPC Bismarck is our child care center, which provides affordable, quality infant and toddler care for 0 – 3 year olds and a highly regarded Pre-school Program for 3 to 5 year olds was added. All of this program is undertaken within our church building. This encourages generous donations of supplies and volunteer services from church members. This program was initially started to provide affordable care to infants and toddlers (0 – 2 yrs.) of low/moderate income parents and single mothers within the community. The program has since been expanded to provide care for children 0 to 5 years of age and now includes a pre-school program for the 3 to 5 year old children.

The congregation also organizes periodic mission trips and participates in several community service programs such as serving meals at the local community dinner for homeless and needy, serving meals at a soup kitchen, delivery of meals for the Meals on Wheels and Home Meal Delivery Programs in the community.

Members also provide "outreach" in a variety of other ways including filling "back to school" backpacks for children from low income families and by coordinating a Lay Minister Committee comprised of members that provide pulpit supply for rural churches that are too small to hire a minister of their own.

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

Good communication skills are an important characteristic of any pastor candidate. We seek someone who is an active listener who can articulate the hopes and goals of the congregation in a variety of settings. It is important that our pastor feel at ease speaking one-on-one and help others feel comfortable seeking advice and counsel.

As the "keeper of the vision" for FPC Bismarck, we seek a pastor who is a creative thinker and leader in helping to develop strategies and opportunities to move the congregation closer to its goals.



It is important that the pastor provide a sound professional leadership example for staff and others, motivating others to work together effectively and to be committed to the completion of tasks.

Within the past 10 years the church successfully completed a major capital improvements project that helped to modernize and re-purpose our physical plant to respond to current facility needs while maintaining the original beauty of our church building. All loans have been paid off and the church is debt free.

It is important that the pastor participate in budgeting and financial reporting and to help interpret the church's financial condition.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?
- a. **Preaching and Teaching** – The pastor will be the primary preacher and planner for worship services, providing support for all youth and adult Christian education programs. The pastor will provide officer training for Elders and Deacons.
 - b. **Staff supervision and development** – The pastor will be the head of a highly dedicated and experienced full and part time staff. The pastor shall serve as moderator of the Session. The pastor is expected to be a resource to all committees and activity groups and to serve as ex officio to committees of the Session, the Board of Deacons and the Child Care Center Board of Directors. The pastor's attendance will depend on the committee leader's and the pastor's leadership styles.
 - c. **Administration** – The pastor has the primary responsibility for the management of the church on behalf of Session. The pastor will oversee the pastoral care of the congregation, oversee adherence to church policies and procedures.
 - d. **Strategic Leadership and Planning** – The Session, with input from the pastor, develops the vision for the church and the strategies to carry out the vision. The pastor is responsible for executing the church's strategies and vision. The pastor will also be expected to be an active participant in the Presbytery.
 - e. **Evaluation and Compensation** – The pastor will file monthly reports to the Session. The Session's Administrative/Personnel Committee will conduct an annual performance evaluation and review of the compensation package.

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)



***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		
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

	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.
X	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.	X	Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.		Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	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.	X
	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 \$ **55,000** Maximum *Effective* Salary \$ **75,000**

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. David Reiter** _____

Address **214 E. Thayer Avenue, Bismarck, ND 58501** _____

Phone Numbers **701-223-6091 (O) 651-767-2440 (C)** _____

Relation **Current Designated Pastor planning to retire 12/31/17** _____

E-mail **dareiter51@hotmail.com** _____

Name **Rev. Dr. Richard Raum** _____

Address **6082 College Lane, Jamestown, ND 58405** _____

Phone Numbers **701-226-2084 (C)** _____

Relation **Interim Pastor @ FPC Bismarck from August 2013 thru December, 2014**



E-mail **Rick.Raum@uj.edu** _____

Name **Rev. Deanna Reikow** _____

Address **310 3rd Avenue NW, Mandan, ND 58554** _____

Phone Numbers **701-663-5788 (W) 701-426-3857 (C)** _____

Relation **Pastor a FPC Mandan and Friend of the Congregation** _____

E-mail **drfpcmandan@hotmail.com** _____

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

Name **Jim Skaret** _____

Address **255 Redstone Drive** _____

City **Bismarck** State **ND** Zip Code **58503**

Preferred Phone **701-220-2516 (C)** _____

Alternate Phone **701-258-4703 (H)** _____

E-mail Address for PNC Communications (required): **skaret@bis.midco.net** _____

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature