



**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: 11004

Ministry Name: Alpharetta Presbyterian Church

Mailing Address: 180 Academy Street

City: Alpharetta State: GA Zip Code: 30009

Telephone Number: 770-751-0033 Fax Number: 770-751-0873

Email: office@alpharettapres.com

Web site: www.alpharettapres.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: 350 per week

Church School Attendance: 65 per week

Church School Curriculum: PreK-3rd grade – Sparkhouse “Whirl”
4th-5th grade – Sparkhouse “Connect”
Kinderworship (Prek-5th grade) – Sparkhouse “Holy Moly”
Middle School – “Colaborate” Curriculum
High School – “Reform” & “Faith Questions – Faith & Science”

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
.6% Asian
.4% Black or African American (African Native, Caribbean)
.4% Hispanic Latino/Latina, Spanish
.1% Middle Eastern
_____ Native Hawaiian or Other Pacific Islander
98.5% White
Other _____

Presbytery: Greater Atlanta Synod: South Atlantic

Community Type (select one)

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

Clerk of Session Contact Information:

Name: Steve Culp

Address: 1260 Legend Run

City: Alpharetta State: GA Zip Code: 30005

Preferred Phone: 770-329-9975 Alternate Phone: 770-663-3438

E-mail: wsculp@aol.com FAX: 770-751-0873



***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)
<u>Up to 2 yrs</u>	Associate Pastor (Youth & Young Adults)		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): Associate Pastor for Youth & Young Adults

***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	<input type="checkbox"/>	Interim Executive Presbyter Training	<input type="checkbox"/>
Certified Christian Educator	<input type="checkbox"/>	Certified Business Administrator	<input type="checkbox"/>
Certified Conflict Mediator	<input type="checkbox"/>	Clinical Pastoral Education Training	<input type="checkbox"/>
Other	_____		

Language Requirements

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Korean	<input type="checkbox"/> French
<input type="checkbox"/> Arabic	<input type="checkbox"/> Armenian	<input type="checkbox"/> Creole	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Swahili	<input type="checkbox"/> Burmese
<input type="checkbox"/> Cambodian	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Laotian	<input type="checkbox"/> Thai
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Taiwanese	<input type="checkbox"/> Cantonese	<input type="checkbox"/> Mandarin Chinese
<input type="checkbox"/> Twi	<input type="checkbox"/> Sign Language	_____ Other	

Statement of Faith Required Yes No

Mission Statement

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

We are called to be a Christ-centered family of believers, committed to growing spiritually, worshipping joyfully, and sharing God's love daily.



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 April 2018, we will celebrate APC's 31st anniversary in suburban Atlanta, GA. Alpharetta has been one of the fastest growing communities in the country over the past three decades, mirroring the life of APC which has grown to 852 members and 219 baptized children actively participating in a 450-seat worship space. In our history, the congregation prioritized faithful giving, community outreach, joyful worship, and fellowship as a body. Our current ministry includes two Sunday services, occasional casual Saturday evening services, as well as seeking to grow youth and young adult programs.

Due to the rapid growth of the north-Atlanta suburbs, many of our congregants are far from family and seek community. Accordingly, our vision for ministry largely focuses on establishing fellowship. We spend time together formally and informally at dozens of gatherings from book clubs to dinners to theater to softball in order to minister to those who are in need of community. We desire to be a church that draws the community to God and one another as we provide spiritual nourishment and fellowship through the Reformed tradition.

We believe that a broken world needs God's redemptive message and activity. Through Scripture-based educational opportunities, we seek to share the good news of Christ in our congregation and our community.

Furthermore, we believe that God calls and welcomes each of us by grace. We strive to be a church that welcomes all as a reflection of God's love for us.

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

This rising population has impacted our understanding of outreach in numerous ways. First, with the economic growth, we recognize that we live in a culture of abundance. Even in areas of great wealth, there is also great need. Among numerous local charities, APC supports The Drake House for homeless women and children and Family Promise, a rotating onsite residential program for homeless families. We support global partners through Presbyterian mission networks and regularly send adults and youth to participate in domestic and international mission projects. Second, job opportunities have drawn young professionals and families to the area. We seek to be



a loving and welcoming community for those seeking a church home and to share the good news of Christ through Scripture-based educational opportunities, including youth groups, children's programming, and a community day school. Our facilities are intentionally in constant use for congregational events and for outside groups like Boy Scout troops, Rotary, and support groups. We rejoice in sharing our property with Centro Familiar Cristiano, a Spanish-speaking new church development of the Greater Atlanta Presbytery. And finally, we recognize the growing diversity of the Alpharetta community, where people come from various cultures, ethnicities, and religious backgrounds. Our Fall fair, interfaith Thanksgiving services, and interreligious marches have been important for building relations with our neighbors of other faiths.

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

With this newly created position, we seek to grow and welcome those moving into our community as well as continue to cultivate the established growth and quality of the youth program. As our children's program continues to grow, this role will nurture and build upon those experiences as youth transition to the next phases in their faith journey. Additionally, this position will seek and address the young adult population to create and implement visionary ideas and methods to engage and support this growing population. By being involved in the church and area community in an engaging, impactful, approachable way as a leader as well as a team player, this position will develop and lead an engaging and vibrant ministry program among youth and young adults as well as collaborating with our special needs program.

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

We are seeking an Associate Pastor who is a person of mature Christian faith, creative, energetic and passionate about helping youth and young adults connect with each other and grow in their faith. We desire a leader who is innovative with strong relational skills, approachable, compassionate, trustworthy, resilient, joyful, and will engage with the larger community. The ideal candidate will be adept at the use of social media and will partner well with the staff in supporting the overall work and worship of the church.

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

- In coordination with appropriate committees, provide leadership and support for youth fellowship, Sunday school, small groups, retreats and mission trips for those age groups.**
- Develop and lead engaging, impactful and vibrant ministry programs to nurture faith among youth and young adults in the church family.**



- **Recruit, train and supervise all youth teachers, advisors and mentors (assuring compliance with the “Child and Youth Safety Policy”).**
- **Provide pastoral care to youth, young adults and their families.**
- **Assist in leading weekly Sunday morning worship, preaching four times per year for Sunday morning services.**
- **In coordination with the worship committee, develop innovative worship experiences that will attract and serve well the spiritual needs of youth and young adults.**
- **Help develop ministries of invitation and outreach to youth (6th - 12th) and young adults (ages 18-29) in the community, perhaps in coordination with leaders from the city and or nearby community.**
- **Provide staff support to the APC mission committee.**
- **Supervise support staff (youth interns, administrative assistant).**
- **Assume other duties as determined by the senior pastor.**
- **Work cooperatively as a member of the church staff and participate as an active member of the Session and the Presbytery of Greater Atlanta.**
- **Successfully complete a criminal record and child abuse background check.**

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)

www.alpharettapres.com

www.alpharetta.ga.us

www.awesomealpharetta.com

www.atlpcusa.org

www.ajc.com

www.accessatlanta.com

www.northfulton.com

www.fultonschools.org



*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.
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.	X	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.	X	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.
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.
	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	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.
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: \$48,000

Maximum *Effective* Salary: \$53,000

Housing Type

_____ Manse

X _____ Housing Allowance

_____ Open To Either (Manse or Housing Allowance)

_____ Not Applicable (*For Non-pastoral Positions Only*)

Revised 3/2016



***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. Jane Fahey

Address: 2930 Habersham Rd NW, Atlanta, GA 30305

Phone Numbers: 404-229-3690

Relation: former interim Executive of Greater Atlanta Presbytery and APC Consultant

E-mail: jfahey2930@gmail.com

Name: Rev. Patrick Day (Sr. Pastor, Northminster Presbyterian Church, Roswell, GA)

Address: 2400 Old Alabama Rd, Roswell, GA 30076

Phone Numbers: 630-606-1585

Relation: Nearby Pastor to APC

E-mail: pday@northminster-atl.org



Name: Dr. Martha Moore-Keish (Assoc. Professor of Theology, Columbia Theological Seminary)

Address: PO Box 520, Decatur, GA 30031

Phone Numbers: 404-687-4652

Relation: Visiting teacher for APC Christian Education events

E-mail: moore-keishm@ctsnet.edu

***Associate Pastor Search Committee Chairperson:**

Name: Melissa Schmitz

Address: 13943 Tree Loft Road

City: Milton State: GA Zip Code: 30004

Preferred Phone: 847-772-4110

Alternate Phone: 678-615-7848

E-mail Address for PNC Communications (required): melissaschmitz@yahoo.com

ENDORSEMENTS

Pastor Nominating Committee/

Search Committee _____ Date _____

Signature

Clerk of Session _____ Date _____

Signature

Presbytery _____ Date _____

Signature